SECTION 12. REPORTS

12.1 Reports Overview. The Reports function provides the capability to produce specific listings and reports that are not included in other functional areas of the SPR-Module. The Reports function also provides an Ad Hoc Query capability that provides a tool to create and maintain unique views and reports. From the **SPR-Module Main Menu**, click **Reports** to display the **Reports** menu (Figure 12.1-1).

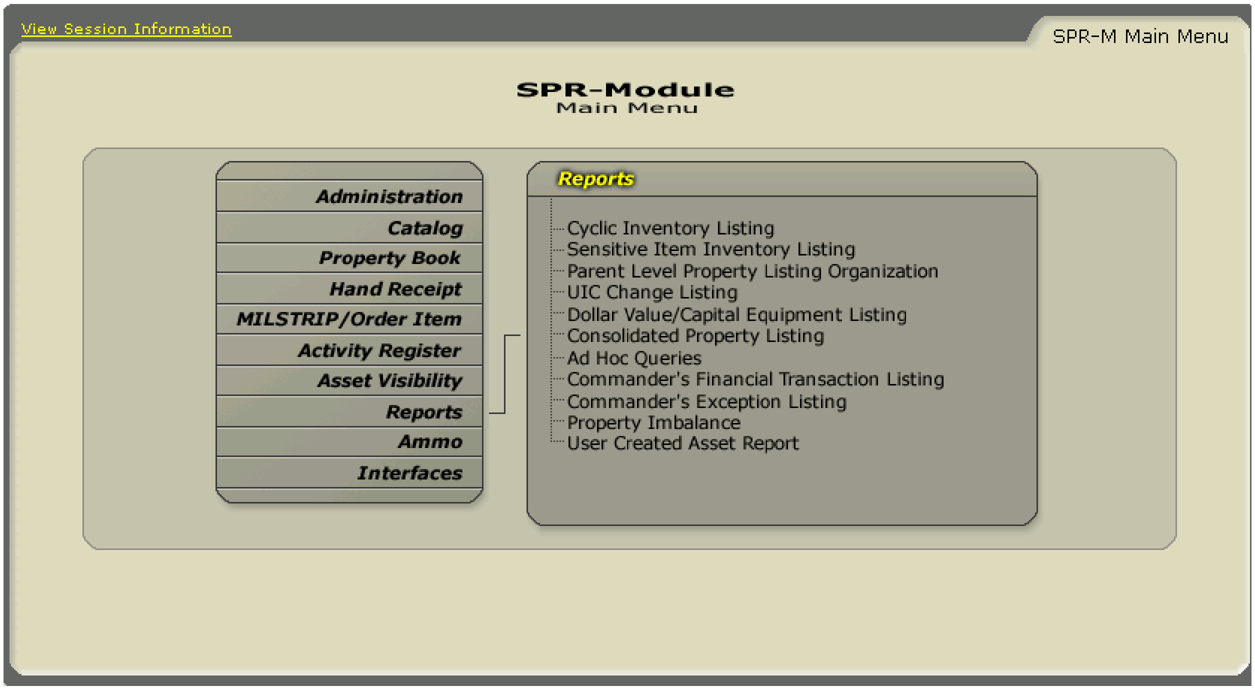
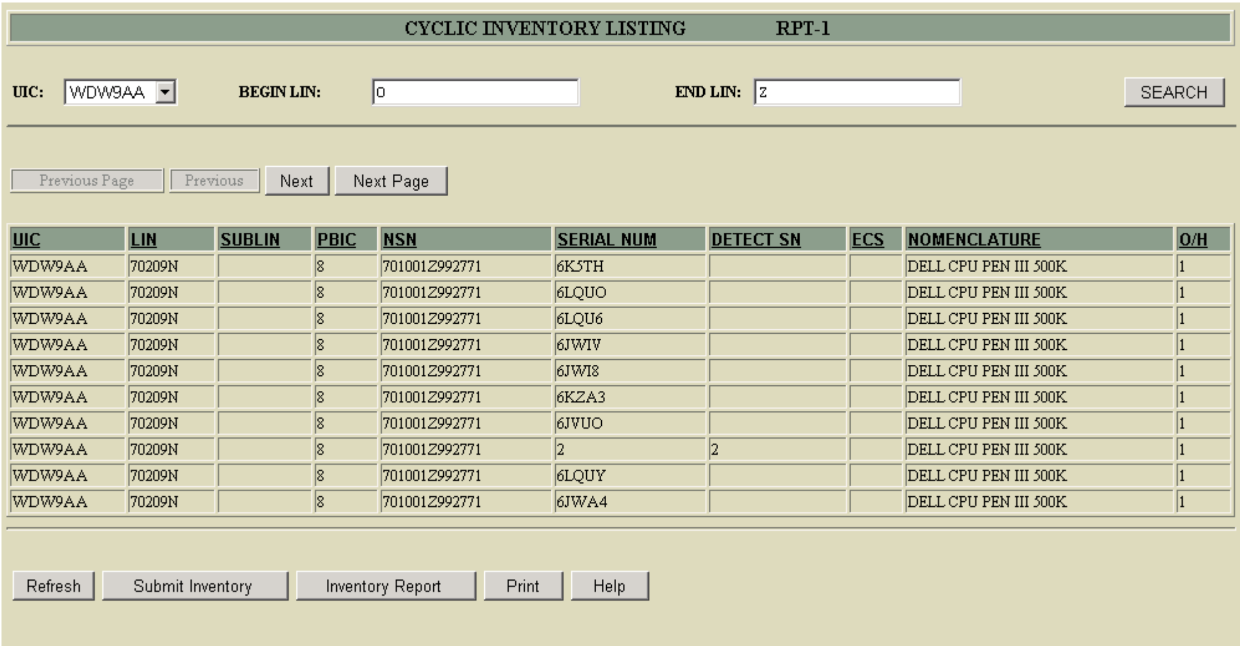


Figure 12.1-1 SPR-Module Main Menu, Reports Menu

12.2 Cyclic Inventory Listing. This report option provides a listing, which can be used as a worksheet to conduct and record inventories (100% or cyclic). The listing is produced based on the UIC and LIN range entered. From the **SPR-Module Main Menu**, click **Reports** and then click **Cyclic Inventory Listing** to display the screen with default information (Figure 12.2-1).



UIC	LIN	SUBLIN	PBIC	NSN	SERIAL NUM	DETECT SN	ECS	NOMENCLATURE	O/H
WDW9AA	70209N		8	7010012992771	6K5TH			DELL CPU PEN III 500K	1
WDW9AA	70209N		8	7010012992771	6LQUO			DELL CPU PEN III 500K	1
WDW9AA	70209N		8	7010012992771	6LQU6			DELL CPU PEN III 500K	1
WDW9AA	70209N		8	7010012992771	6JWIV			DELL CPU PEN III 500K	1
WDW9AA	70209N		8	7010012992771	6JWI8			DELL CPU PEN III 500K	1
WDW9AA	70209N		8	7010012992771	6KZA3			DELL CPU PEN III 500K	1
WDW9AA	70209N		8	7010012992771	6JVUO			DELL CPU PEN III 500K	1
WDW9AA	70209N		8	7010012992771	2	2		DELL CPU PEN III 500K	1
WDW9AA	70209N		8	7010012992771	6LQUY			DELL CPU PEN III 500K	1
WDW9AA	70209N		8	7010012992771	6JWA4			DELL CPU PEN III 500K	1

Figure 12.2-1 Cyclic Inventory Listing Screen

a. To produce the listing for the desired UIC and LIN range:

(1) Click the **UIC** LOV and then click the desired UIC.

(2) Enter the **Begin LIN** and the **END LIN** (alpha is greater than numeric) for the cyclic inventory. Ensure that both the Begin LIN and End LIN are valid for the UIC selected. To receive a report for a 100% inventory for the selected UIC enter “0” as the **BEGIN LIN** and “ZZZZZZ” as the **END LIN.**

(3) Click the **Search** button to display the search results.

b. To assign an Inventory Control Number:

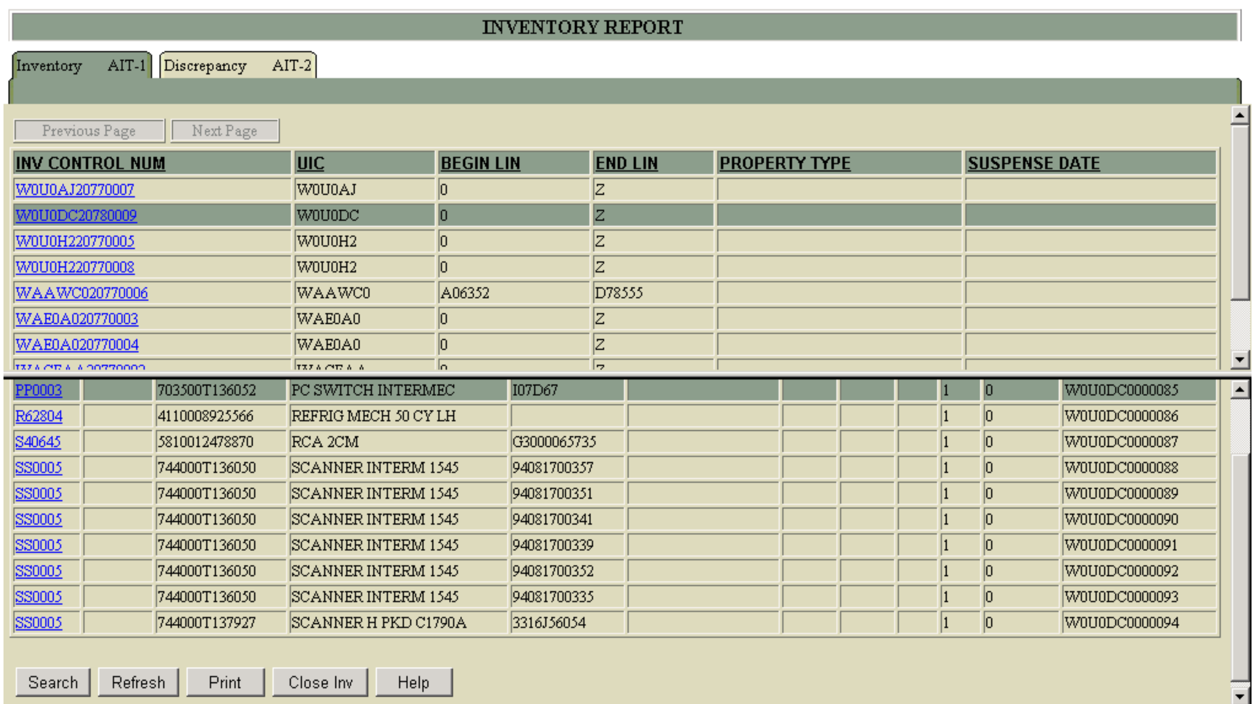
(1) Click the **Submit Inventory** button to display the Inventory Control Number message (Figure 12.2-2).

Figure 12.2-2 Inventory Control Number Message

(2) Click **OK** to return to the **Cyclic Inventory Listing** screen.

c. To view the Inventory Report which, displays information on open inventories:

(1) From the **Cyclic Inventory Report** screen, click the **Inventory Report** button to display the **Inventory Report** screen with the **Inventory** tab defaulted (Figure 12.2-3).



INV CONTROL NUM	UIC	BEGIN LIN	END LIN	PROPERTY TYPE	SUSPENSE DATE
W0U0AJ20770007	W0U0AJ	0	Z		
W0U0DC20780009	W0U0DC	0	Z		
W0U0H220770005	W0U0H2	0	Z		
W0U0H220770008	W0U0H2	0	Z		
WAAWC020770006	WAAWC0	A06352	D78555		
WAE0A020770003	WAE0A0	0	Z		
WAE0A020770004	WAE0A0	0	Z		

PP0003		703500T136052	PC SWITCH INTERMEC	I07D67					1	0		W0U0DC0000085
R62804		4110008925566	REFRIG MECH 50 CY LH						1	0		W0U0DC0000086
S40645		5810012478870	RCA 2CM	G3000065735					1	0		W0U0DC0000087
SS0005		744000T136050	SCANNER INTERM 1545	94081700357					1	0		W0U0DC0000088
SS0005		744000T136050	SCANNER INTERM 1545	94081700351					1	0		W0U0DC0000089
SS0005		744000T136050	SCANNER INTERM 1545	94081700341					1	0		W0U0DC0000090
SS0005		744000T136050	SCANNER INTERM 1545	94081700339					1	0		W0U0DC0000091
SS0005		744000T136050	SCANNER INTERM 1545	94081700352					1	0		W0U0DC0000092
SS0005		744000T136050	SCANNER INTERM 1545	94081700335					1	0		W0U0DC0000093
SS0005		744000T137927	SCANNER H PKD C1790A	3316J56054					1	0		W0U0DC0000094

Figure 12.2-3 Inventory Report Screen, Inventory Tab

(2) To search for specific records:

(a) Click the **Search** button to display the search screen (Figure 12.2-4).

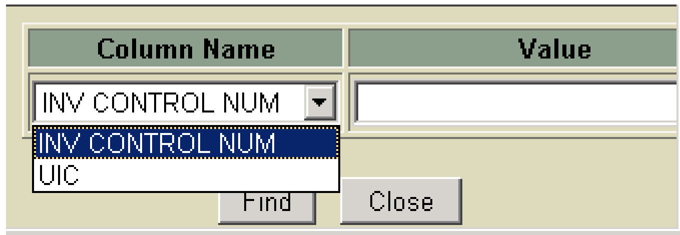


Figure 12.2-4 Inventory Report Search Screen

(b) Click the **Column Name** LOV and click the desired name.

(c) Type the desired value.

(d) Click the **Find** button to display the results.

(3) To close an inventory:

(a) Click the desired underscored **INV CONTROL NUM** to highlight the record.

(b) Click the **Close Inv** button to display the “Close this inventory?” message (Figure 12.2-5).

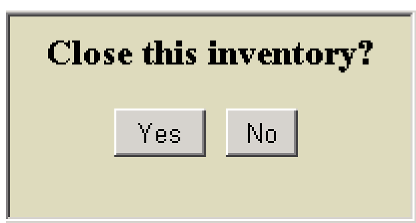


Figure 12.2-5 Close this Inventory Confirmation

(c) Click the **Yes** button to close the inventory.

(d) Click **OK** to message “Inventory item(s) have been closed” .

(4) To print the **Open Inventory** report, click the **Print** button and **Open** the file using Microsoft Excel. Once the report is displayed in Microsoft Excel:

(a) Click **File** (located on the toolbar) to display the File Menu.

(b) Click **Print** and select the desired printing options.

(c) Click **OK** to print the listing.

(d) Click **Close** to exit from Microsoft Excel.

NOTE: For further assistance on the print function, see Section 4.

(5) To view the **Inventory Report**, **Discrepancy** tab, click the **Discrepancy** tab from the **Inventory Report** screen (Figure 12.2-6).

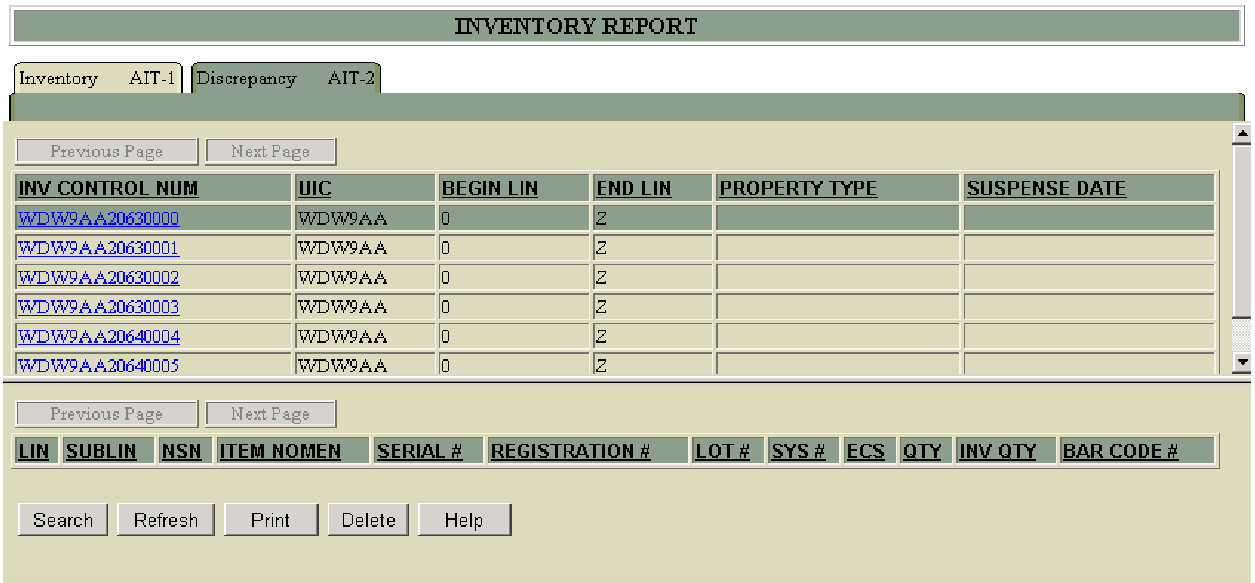


Figure 12.2-6 Inventory Report Screen, Discrepancy Tab

(a) To Search for specific records:

<u>1</u> Click the **Search** button to display the search screen (Figure 12.2-7).

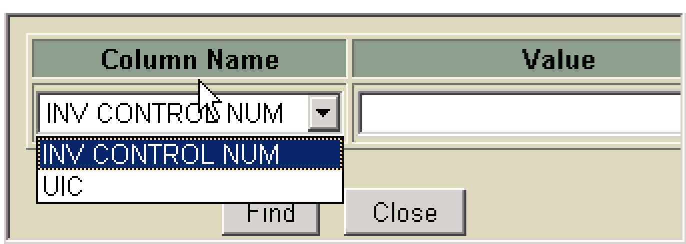


Figure 12.2-7 Inventory Report, Discrepancy Search

<u>2</u> Click the **Column Name** LOV and click the desired name.

<u>3</u> Type the desired value.

<u>4</u> Click the **Find** button to display the results.

(b) To print the report, click the **Print** button and **Open** the file using Microsoft Excel. Once the report is displayed in Microsoft Excel:

1 Click **File** (located on the toolbar) to display the File Menu.

2 Click **Print** and select the desired printing options.

3 Click **OK** to print the listing.

4 Click **Close** to exit from Microsoft Excel.

NOTE: For further assistance on the print function, see Section 4.

(c) To delete a record:

1 Highlight the desired record.

2 Click the **Delete** button.

3 Click **OK** to confirmation message.

d. To print the **Cyclic Inventory Listing**, from the **Cyclic Inventory Listing** screen, click the **Print** button and **Open** the file using Microsoft Excel. Once the report is displayed in Microsoft Excel:

(1) Click **File** (located on the toolbar) to display the File Menu.

(2) Click **Print** and select the desired printing options.

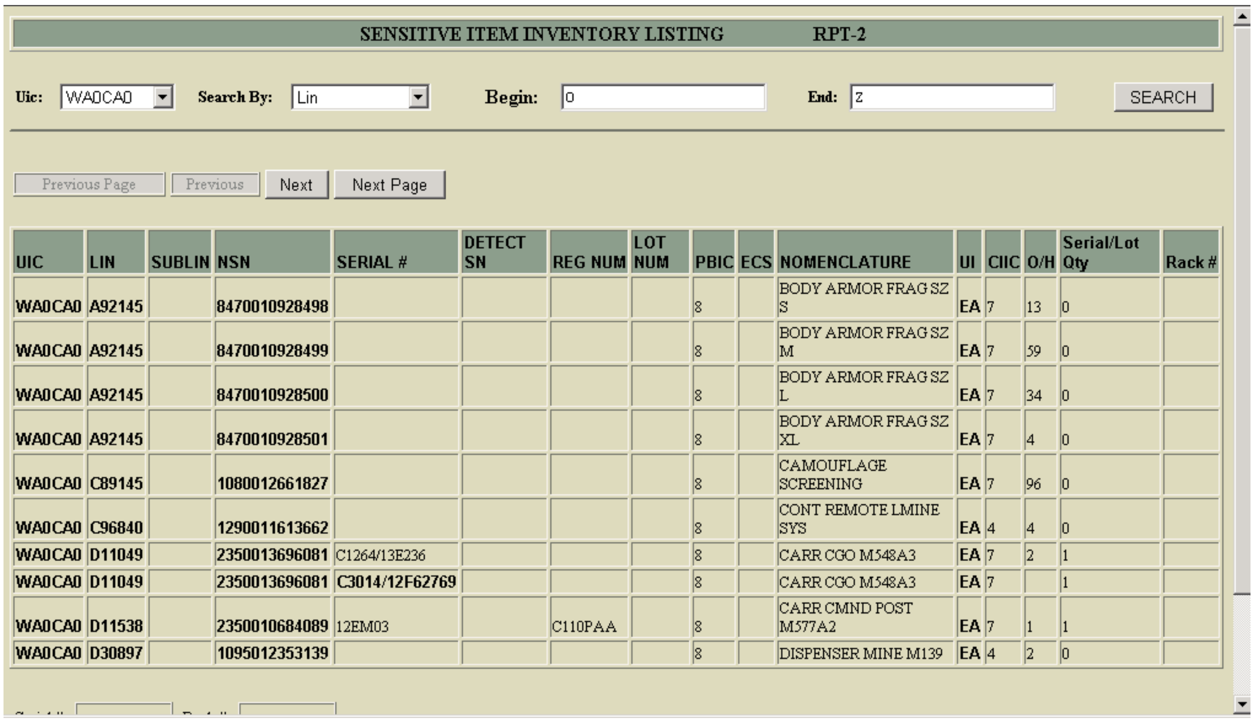
(3) Click **OK** to print the listing.

(4) Click **Close** to exit from Microsoft Excel.

NOTE: For further assistance on the print function, see Section 4.

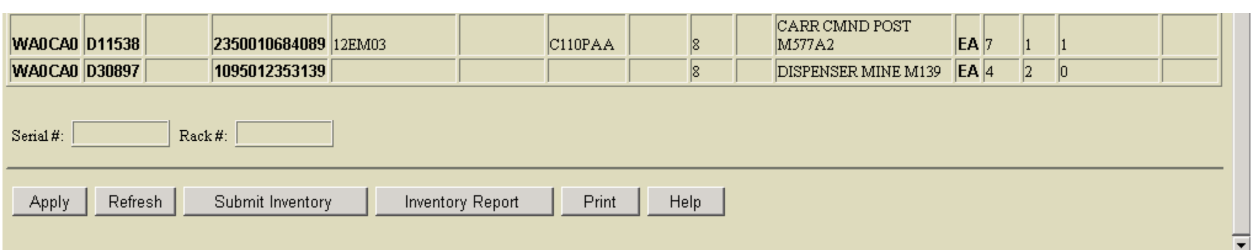
e. When finished with the listing, click the **Close** button to return to the **SPR-Module Main Menu**.

12.3 Sensitive Item Inventory Listing. This option provides a listing, which can be used to conduct and record sensitive, explosive, and hazardous item inventories. This process produces the listing that identifies the sensitive, explosive, and hazardous items to be inventoried for the UIC and LIN range (optional) entered based on the Controlled Inventory Item Codes (CIIC) entered in the Monthly Sensitive Items Code Table. From the **SPR-Module Main Menu**, click **Reports** and then click **Sensitive Item Inventory Listing** to display the screen (Figure 12.3-1 and 12.3-2).



UIC	LIN	SUBLIN	NSN	SERIAL #	DETECT SN	REG NUM	LOT NUM	PBIC	ECS	NOMENCLATURE	UI	CIIC	O/H	Serial/Lot Qty	Rack #
WA0CA0	A92145		8470010928498					8		BODY ARMOR FRAG SZ S	EA	7	13	0	
WA0CA0	A92145		8470010928499					8		BODY ARMOR FRAG SZ M	EA	7	59	0	
WA0CA0	A92145		8470010928500					8		BODY ARMOR FRAG SZ L	EA	7	34	0	
WA0CA0	A92145		8470010928501					8		BODY ARMOR FRAG SZ XL	EA	7	4	0	
WA0CA0	C89145		1080012661827					8		CAMOUFLAGE SCREENING	EA	7	96	0	
WA0CA0	C96840		1290011613662					8		CONT REMOTE LMINE SYS	EA	4	4	0	
WA0CA0	D11049		2350013696081	C1264/13E236				8		CARR CGO M548A3	EA	7	2	1	
WA0CA0	D11049		2350013696081	C3014/12F62769				8		CARR CGO M548A3	EA	7		1	
WA0CA0	D11538		2350010684089	12EM03		C110PAA		8		CARR CMND POST M577A2	EA	7	1	1	
WA0CA0	D30897		1095012353139					8		DISPENSER MINE M139	EA	4	2	0	

Figure 12.3-1 Sensitive Item Inventory Listing Screen



WA0CA0	D11538		2350010684089	12EM03		C110PAA		8		CARR CMND POST M577A2	EA	7	1	1	
WA0CA0	D30897		1095012353139					8		DISPENSER MINE M139	EA	4	2	0	

Figure 12.3-2 Sensitive Item Inventory Listing Screen (scroll to bottom)

a. To produce the listing for the desired UIC and LIN or Rack Number range:

(1) Click the **UIC** LOV and then click the desired UIC.

(2) Click the **Search By** LOV and click desired value.

(2) Enter the **Begin** and the **End** (alpha is greater than numeric) desired for the sensitive item inventory. Ensure that both the Begin and End values are valid for the UIC selected. To receive a report for ALL sensitive items for the selected UIC, select **LIN** and enter “0” as the **Begin** and “ZZZZZZ” as the **End.**

(3) Click the **Search** button to display the search results.

b. To assign an Inventory Control Number:

(1) Click the **Submit Inventory** button to display the Inventory Control Number message (Figure 12.3-3).

Figure 12.3-3 Inventory Control Number Message

(2) Click **OK** to return to the **Cyclic Inventory Listing** screen.

c. To view the Inventory Report which, displays information on open inventories:

(1) From the **Sensitive Item Inventory Report** screen, click the **Inventory Report** button to display the **Inventory Report** screen with the **Inventory** tab defaulted (Figure 12.3-4).

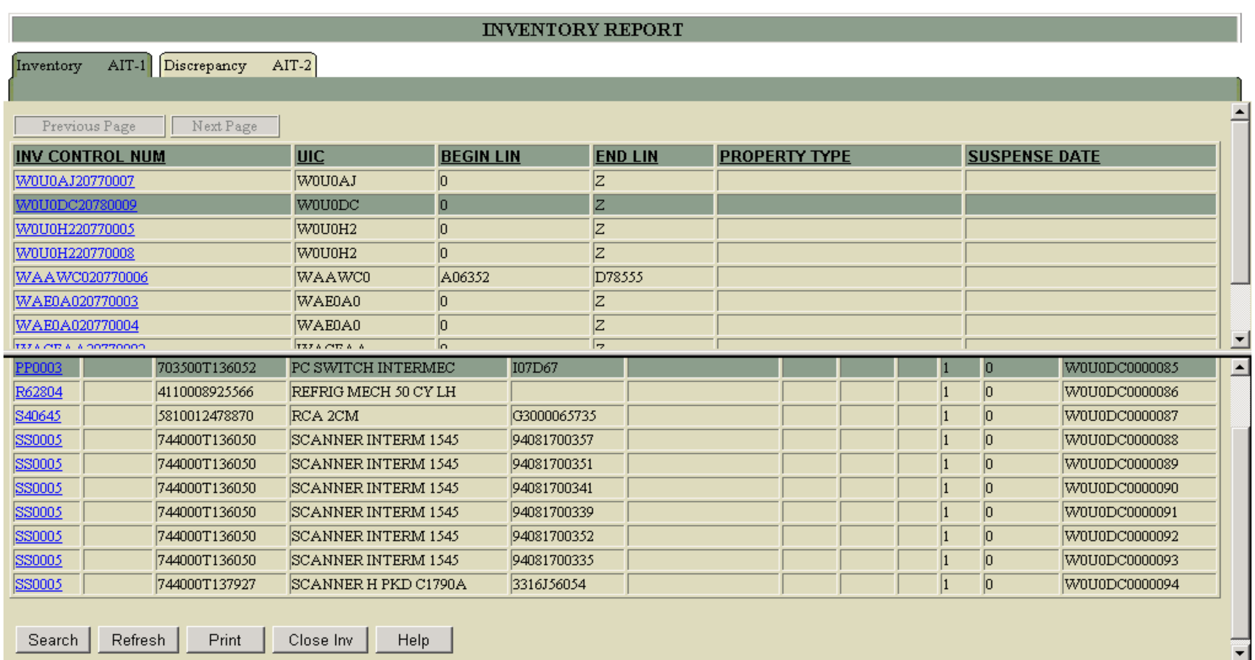


Figure 12.3-4 Inventory Report Screen, Inventory Tab

(2) To search for specific records:

(a) Click the **Search** button to display the search screen (Figure 12.3-5).

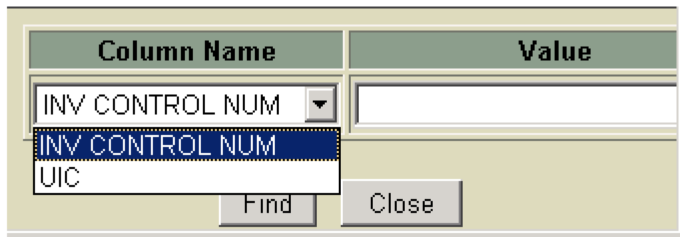


Figure 12.3-5 Inventory Report Search Screen

(b) Click the **Column Name** LOV and click the desired name.

(c) Type the desired value.

(d) Click the **Find** button to display the results.

(3) To close an inventory:

(a) Click the desired underscored **INV CONTROL NUM** to highlight the record.

(b) Click the **Close Inv** button to display the "Close this inventory?" message (Figure 12.3-6).

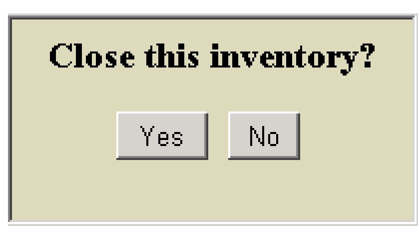


Figure 12.3-6 Close this Inventory Confirmation

(c) Click the **Yes** button to close the inventory.

(d) Click **OK** to message "Inventory item(s) have been closed" .

(4) To print the **Open Inventory** report, click the **Print** button and **Open** the file using Microsoft Excel. Once the report is displayed in Microsoft Excel:

(a) Click **File** (located on the toolbar) to display the File Menu.

(b) Click **Print** and select the desired printing options.

(c) Click **OK** to print the listing.

(d) Click **Close** to exit from Microsoft Excel.

NOTE: For further assistance on the print function, see Section 4.

(5) To view the **Inventory Report**, **Discrepancy** tab, click the **Discrepancy** tab from the **Inventory Report** screen (Figure 12.3-7).

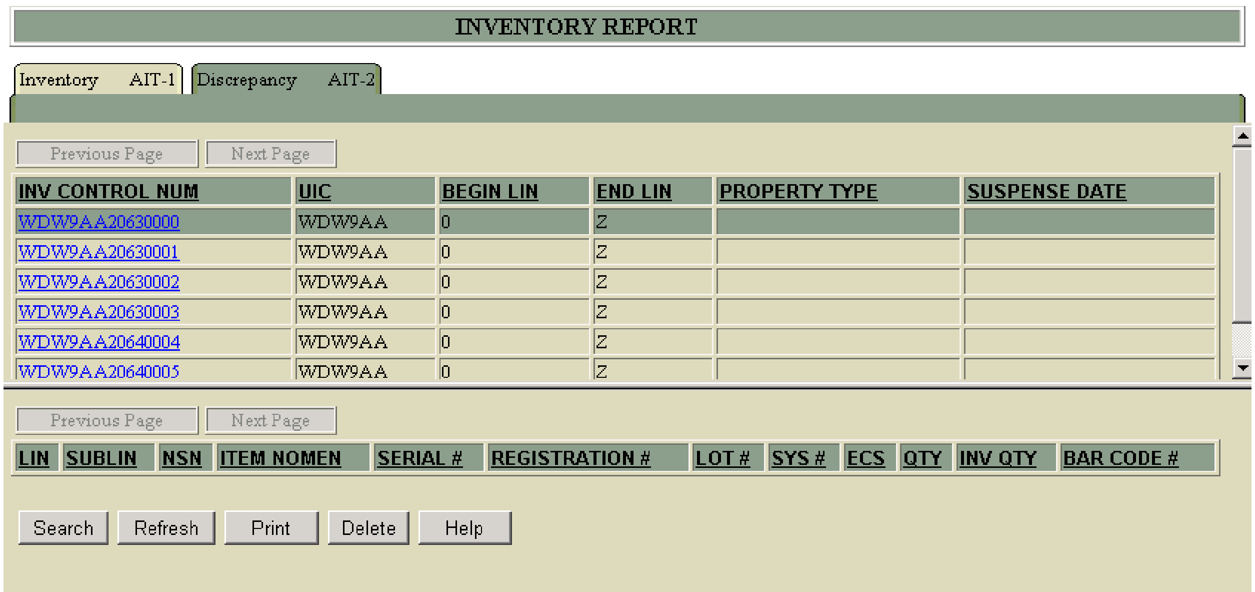


Figure 12.3-7 Inventory Report Screen, Discrepancy Tab

(a) To Search for specific records:

1 Click the **Search** button to display the search screen (Figure 12.3-8).

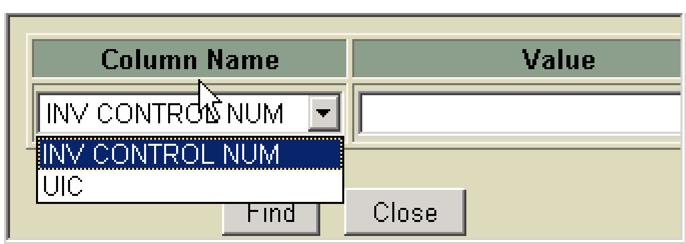


Figure 12.3-8 Inventory Report, Discrepancy Search

2 Click the **Column Name** LOV and click the desired name.

3 Type the desired value.

4 Click the **Find** button to display the results.

(b) To print the report, click the **Print** button and **Open** the file using Microsoft Excel. Once the report is displayed in Microsoft Excel:

1 Click **File** (located on the toolbar) to display the File Menu.

2 Click **Print** and select the desired printing options.

3 Click **OK** to print the listing.

4 Click **Close** to exit from Microsoft Excel.

NOTE: For further assistance on the print function, see Section 4.

(c) To delete a record:

1 Highlight the desired record.

2 Click the **Delete** button.

3 Click **OK** to confirmation message.

d. To print the **Sensitive Item Inventory Listing**, from the **Sensitive Item Inventory Listing** screen, click the **Print** button and **Open** the file using Microsoft Excel. Once the report is displayed in Microsoft Excel:

(1) Click **File** (located on the toolbar) to display the File Menu.

(2) Click **Print** and select the desired printing options.

(3) Click **OK** to print the listing.

(4) Click **Close** to exit from Microsoft Excel.

NOTE: For further assistance on the print function, see Section 4.

e. When finished with the listing, click the **Close** button to return to the **SPR-Module Main Menu**.

<u>12.4 Parent Level Property Listing Organization</u>. This option provides a listing that summarizes by the 4-position parent UIC and the LIN range entered, all hand-receipted property required, authorized, on-hand, and due-in. From the **SPR-Module Main Menu**, click **Reports** and then click **Parent Level Property Listing Organization** to display the screen with default information (Figure 12.4-1).


PARENT LEVEL PROPERTY LISTING ORGANIZATION RPT-3

4 POSITION PARENT UIC: WAE0 BEGIN LIN: 0 END LIN: Z PBIC: SEARCH

Previous Page | Previous | Next | Next Page

LIN	SUBLIN	NSN	UI	ITEM NOMENCLATURE	UIC	ERC	ECC	LCC	TAC	ECS	SRI	RICC	SC	REQ	AUTH	O/H	DI
00001V		5450014302081	EA	FIGHTING POSITION	WAE0D0		99	R						0	16	16	0
42534P		5180013987194	KT	BTLBD ID CGO TRP CGO	WAE0D0			R						0	5	1	0
47026N		811501Z010005	EA	CONTAINER ISU-90	WAE0D0			R						0	2	2	0
70209N		702101Z330016	EA	CPU-P133,16MB,SNDCRD	WAE0D0			R						0	0	2	0
70209N		702101Z339356	EA	COMPUTER EVEREX 3000R	WAE0D0			A						0	0	1	0
70210N		702001Z226693	EA	486/SLIMNOTE/14.4FAX	WAE0D0			R						0	3	1	0
70224N		702501Z300016	EA	MONITOR COLOR VGA 14"	WAE0D0			R						0	3	1	0
70224N		702501Z330015	EA	MONITER,15",COLORVGA	WAE0D0			R						0	3	1	0
70224N		702501Z339367	EA	MONITOR CTX-CVP	WAE0D0			A						0	3	1	0
70236N		702301Z668887	EA	PRINTER LASERJET 5HP	WAE0D0			A						0	1	1	0

Refresh | Print | Help

Figure 12.4-1 Parent Level Property Listing Organization Screen

a. To produce the listing for the desired 4 Position Parent UIC, LIN range, and PBIC:

(1) Click the **4 Position Parent UIC** LOV and then click the desired 4 Position Parent UIC.

(2) Enter the **Begin LIN** and **End LIN** desired (alpha is greater than numeric).

(3) Click the **PBIC** LOV and then click the desired PBIC or leave blank for all.

(4) Click the **Search** button to display the search results.

b. To print the report, click the **Print** button and **Open** the file using Microsoft Excel. Once the report is displayed in Microsoft Excel:

(1) Click **File** (located on the toolbar) to display the File Menu.

(2) Click **Print** and select the desired printing options.

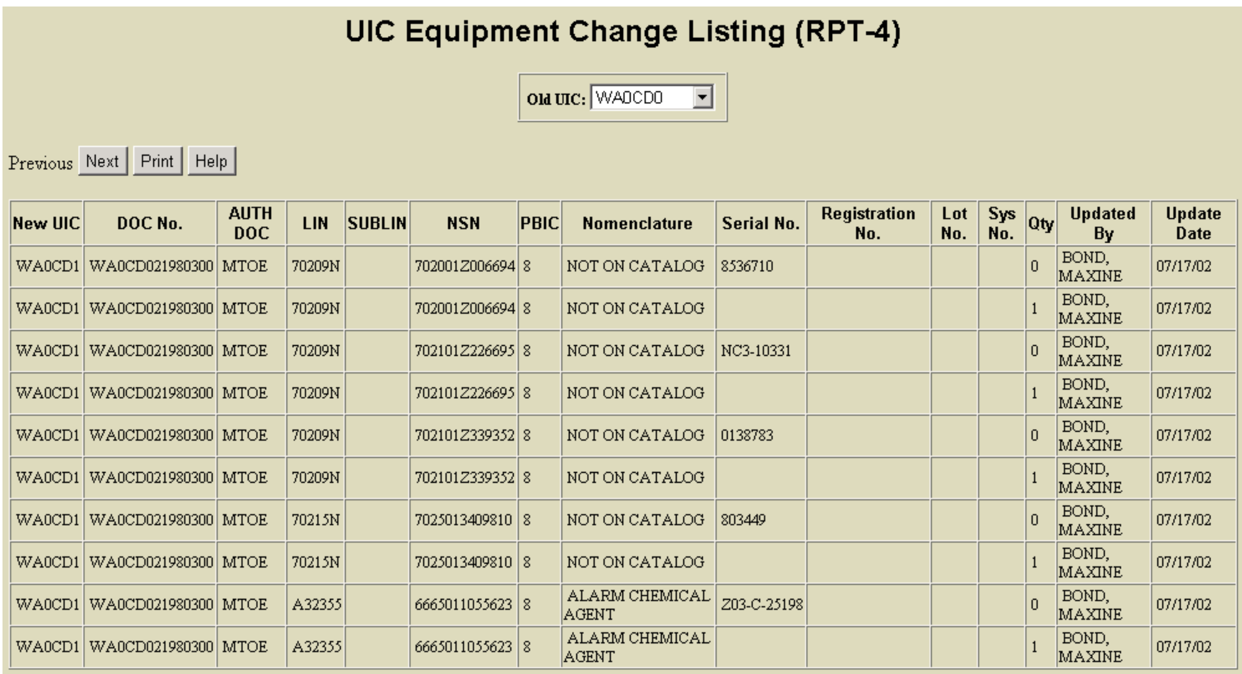
(3) Click **OK** to print the listing.

(4) Click **Close** to exit from Microsoft Excel.

NOTE: For further assistance on the print function, see Section 4.

c. When finished with the listing, click the **Close** button to return to the **SPR-MODULE Main Menu**.

12.5 UIC Change Listing. This option provides a listing by PBIC (per the old UIC) of equipment transferred to a new UIC, due to re-designation or reorganization. The Listing serves as a supporting document for the UIC change. From the **SPR-Module Main Menu**, click **Reports** and then click **UIC Equipment Change Listing** to display the following screen (Figure 12.5-1).


UIC Equipment Change Listing (RPT-4)

Old UIC: WA0CD0

Previous Next Print Help

New UIC	DOC No.	AUTH DOC	LIN	SUBLIN	NSN	PBIC	Nomenclature	Serial No.	Registration No.	Lot No.	Sys No.	Qty	Updated By	Update Date
WA0CD1	WA0CD021980300	MTOE	70209N		702001Z006694	8	NOT ON CATALOG	8536710				0	BOND, MAXINE	07/17/02
WA0CD1	WA0CD021980300	MTOE	70209N		702001Z006694	8	NOT ON CATALOG					1	BOND, MAXINE	07/17/02
WA0CD1	WA0CD021980300	MTOE	70209N		702101Z226695	8	NOT ON CATALOG	NC3-10331				0	BOND, MAXINE	07/17/02
WA0CD1	WA0CD021980300	MTOE	70209N		702101Z226695	8	NOT ON CATALOG					1	BOND, MAXINE	07/17/02
WA0CD1	WA0CD021980300	MTOE	70209N		702101Z339352	8	NOT ON CATALOG	0138783				0	BOND, MAXINE	07/17/02
WA0CD1	WA0CD021980300	MTOE	70209N		702101Z339352	8	NOT ON CATALOG					1	BOND, MAXINE	07/17/02
WA0CD1	WA0CD021980300	MTOE	70215N		7025013409810	8	NOT ON CATALOG	803449				0	BOND, MAXINE	07/17/02
WA0CD1	WA0CD021980300	MTOE	70215N		7025013409810	8	NOT ON CATALOG					1	BOND, MAXINE	07/17/02
WA0CD1	WA0CD021980300	MTOE	A32355		6665011055623	8	ALARM CHEMICAL AGENT	Z03-C-25198				0	BOND, MAXINE	07/17/02
WA0CD1	WA0CD021980300	MTOE	A32355		6665011055623	8	ALARM CHEMICAL AGENT					1	BOND, MAXINE	07/17/02

Figure 12.5-1 UIC Equipment Change Listing Screen

a. Click the **Old UIC** LOV and then click the UIC desired. Once the Old UIC is selected, the screen will then appear with the information.

b. To print the report, click the **Print** button and **Open** the file using Microsoft Excel. Once the report is displayed in Microsoft Excel:

(1) Click **File** (located on the toolbar) to display the File Menu.

(2) Click **Print** and select the desired printing options.

(3) Click **OK** to print the listing.

(4) Click **Close** to exit from Microsoft Excel.

NOTE: For further assistance on the print function, see Section 4.

c. When finished with the listing, click the **Close** button to return to the **SPR-Module Main Menu**.

12.6 Dollar Value/Capital Equipment Listing. This option provides a financial (dollar) accounting listing, of all assets, for a UIC/HRH for the specified PBIC and dollar value. The listing also provides dollar value rollups, by fund category, based on the Appropriation and Budget Activity Code (ABA) assigned to the asset. From the **SPR-Module Main Menu**, click **Reports** and then click **Dollar Value/Capital Equipment Listing** to display the following screen (Figure 12.6-1).

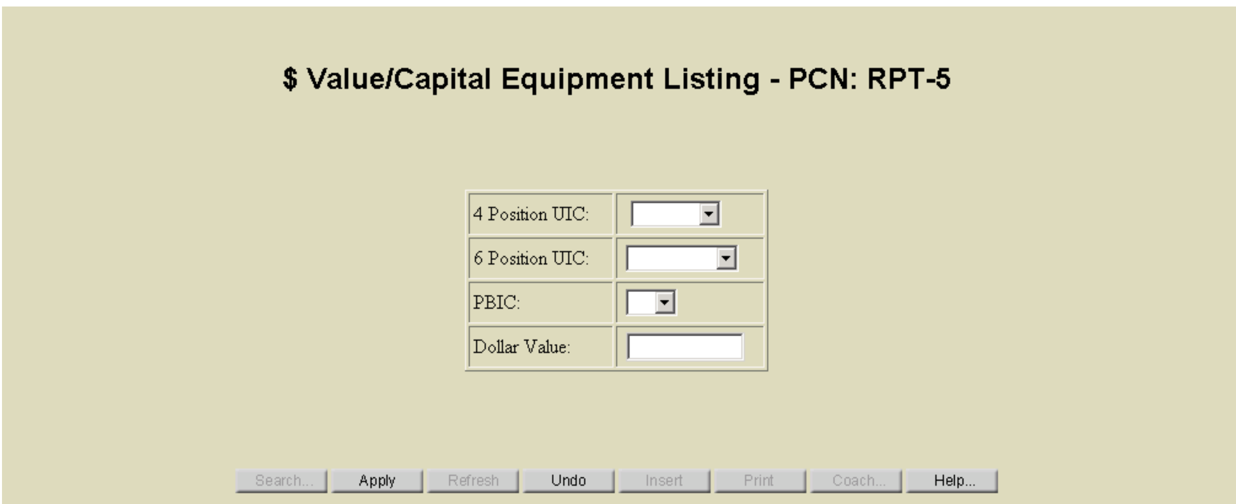


Figure 12.6-1 $ Value/Capital Equipment Listing Screen

a. To produce the Dollar Value Listing or the Capital Equipment Listing:

(1) **UIC:** Click the **4 Position UIC** LOV and then click the desired UIC to obtain a parent level listing, or click the **6 Position UIC** LOV and then click the desired UIC to obtain a Dollar Value listing, or leave both fields blank to produce a Capital Equipment Listing.

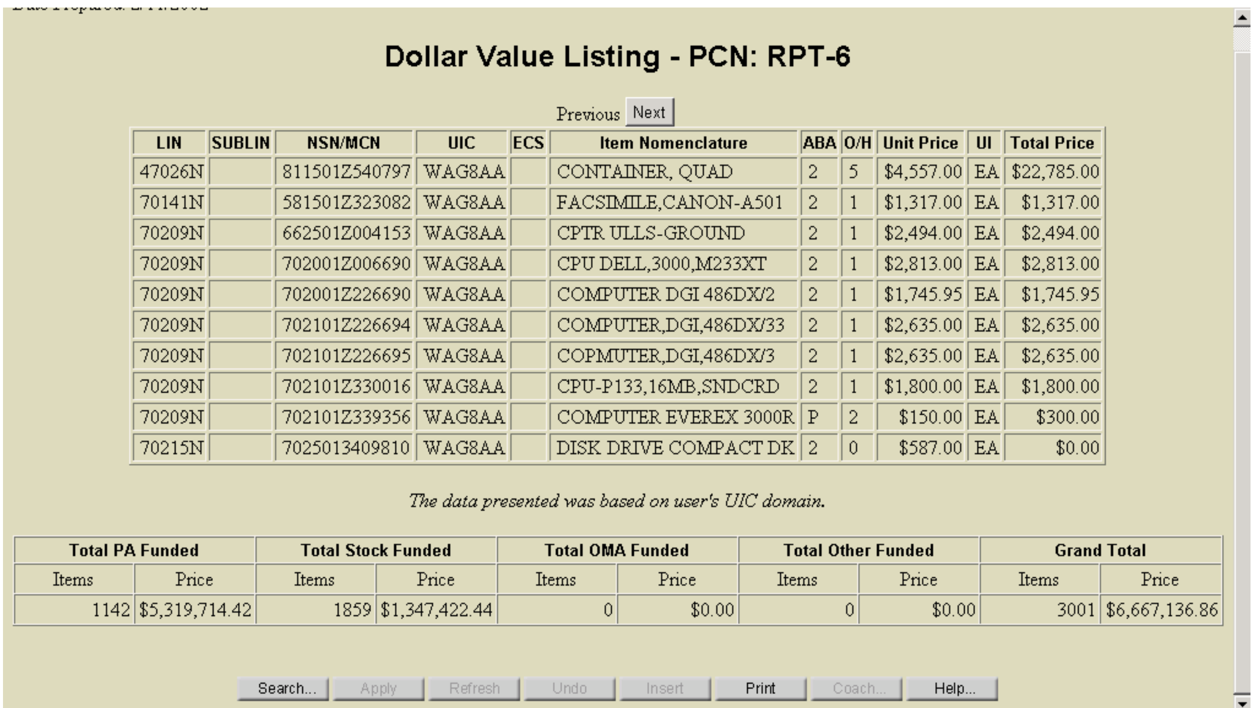
(2) **PBIC:** Click the **PBIC** LOV and then click the desired PBIC or leave blank to produce a listing for all PBIC.

(3) **Dollar Value:** Enter the whole dollar amount; individual items with a dollar value equal or greater than the amount (for the UIC and PBIC entered), will appear on the listing.

Notes:

- If a **4-position UIC** (parent level), **PBIC**, and **Dollar Value** are entered, then a Dollar Value Listing for the criteria entered is displayed.
- If a **6-position UIC** (Hand Receipt level), **PBIC**, and **Dollar Value** are entered, then a Dollar Value Listing for the criteria entered is displayed.
- If a **6-position UIC** (Hand Receipt level) and **Dollar Value** are entered, then a Dollar Value Listing for the criteria entered for all PBIC(s) is displayed.
- If only a **Dollar Value** is entered, then a Capital Equipment Listing for the dollar value entered for all UIC(s) and PBIC(s) is displayed.
- If a **PBIC** and **Dollar Value** are entered, then a Capital Equipment Listing for the criteria entered for all UIC(s) is displayed.

(4) Click the **Apply** button to display the requested Dollar Value Listing (Figure 12.6-2) or the Capital Equipment Listing (Figure 12.6-3).



Dollar Value Listing - PCN: RPT-6

Previous Next

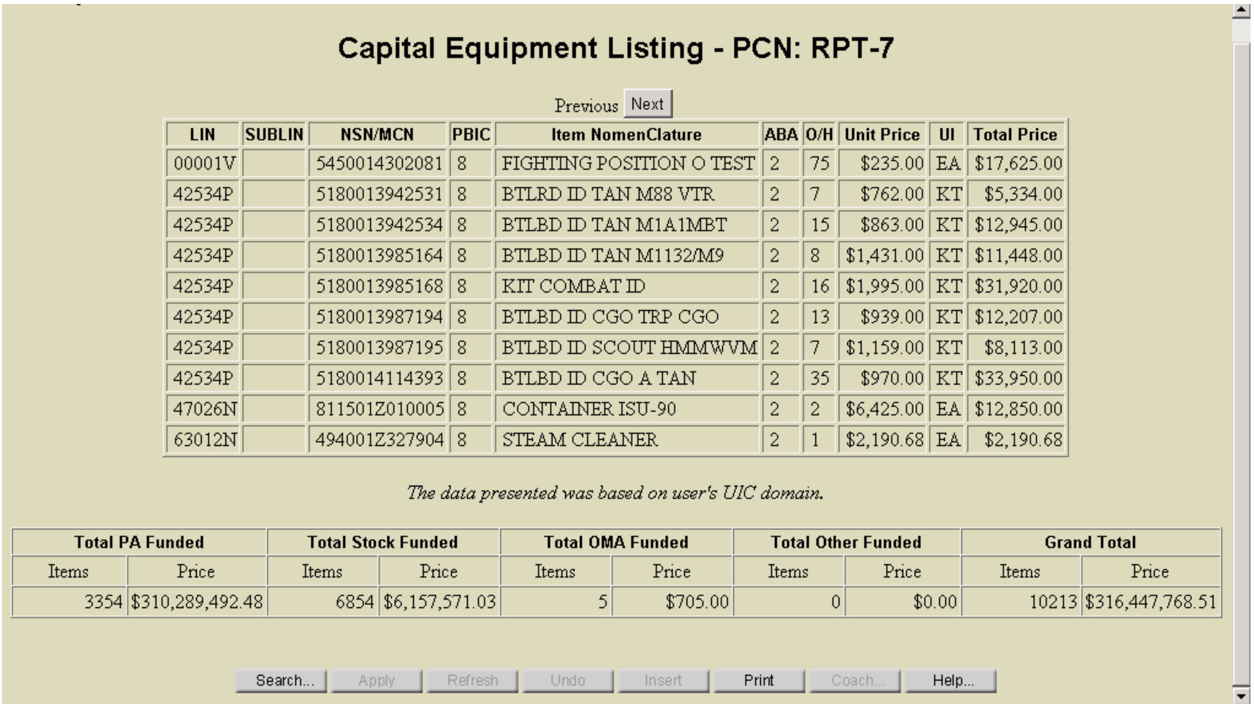
LIN	SUBLIN	NSN/MCN	UIC	ECS	Item Nomenclature	ABA	O/H	Unit Price	UI	Total Price
47026N		811501Z540797	WAG8AA		CONTAINER, QUAD	2	5	$4,557.00	EA	$22,785.00
70141N		581501Z323082	WAG8AA		FACSIMILE,CANON-A501	2	1	$1,317.00	EA	$1,317.00
70209N		662501Z004153	WAG8AA		CPTR ULLS-GROUND	2	1	$2,494.00	EA	$2,494.00
70209N		702001Z006690	WAG8AA		CPU DELL,3000,M233XT	2	1	$2,813.00	EA	$2,813.00
70209N		702001Z226690	WAG8AA		COMPUTER DGI 486DX/2	2	1	$1,745.95	EA	$1,745.95
70209N		702101Z226694	WAG8AA		COMPUTER,DGI,486DX/33	2	1	$2,635.00	EA	$2,635.00
70209N		702101Z226695	WAG8AA		COPMUTER,DGI,486DX/3	2	1	$2,635.00	EA	$2,635.00
70209N		702101Z330016	WAG8AA		CPU-P133,16MB,SNDCRD	2	1	$1,800.00	EA	$1,800.00
70209N		702101Z339356	WAG8AA		COMPUTER EVEREX 3000R	P	2	$150.00	EA	$300.00
70215N		7025013409810	WAG8AA		DISK DRIVE COMPACT DK	2	0	$587.00	EA	$0.00

The data presented was based on user's UIC domain.

Total PA Funded		Total Stock Funded		Total OMA Funded		Total Other Funded		Grand Total	
Items	Price	Items	Price	Items	Price	Items	Price	Items	Price
1142	$5,319,714.42	1859	$1,347,422.44	0	$0.00	0	$0.00	3001	$6,667,136.86

Search... Apply Refresh Undo Insert Print Coach... Help...

Figure 12.6-2 Dollar Value Listing Screen



Capital Equipment Listing - PCN: RPT-7

Previous Next

LIN	SUBLIN	NSN/MCN	PBIC	Item NomenClature	ABA	O/H	Unit Price	UI	Total Price
00001V		5450014302081	8	FIGHTING POSITION O TEST	2	75	$235.00	EA	$17,625.00
42534P		5180013942531	8	BTLRD ID TAN M88 VTR	2	7	$762.00	KT	$5,334.00
42534P		5180013942534	8	BTLBD ID TAN M1A1MBT	2	15	$863.00	KT	$12,945.00
42534P		5180013985164	8	BTLBD ID TAN M1132/M9	2	8	$1,431.00	KT	$11,448.00
42534P		5180013985168	8	KIT COMBAT ID	2	16	$1,995.00	KT	$31,920.00
42534P		5180013987194	8	BTLBD ID CGO TRP CGO	2	13	$939.00	KT	$12,207.00
42534P		5180013987195	8	BTLBD ID SCOUT HMMWVM	2	7	$1,159.00	KT	$8,113.00
42534P		5180014114393	8	BTLBD ID CGO A TAN	2	35	$970.00	KT	$33,950.00
47026N		811501Z010005	8	CONTAINER ISU-90	2	2	$6,425.00	EA	$12,850.00
63012N		494001Z327904	8	STEAM CLEANER	2	1	$2,190.68	EA	$2,190.68

The data presented was based on user's UIC domain.

Total PA Funded		Total Stock Funded		Total OMA Funded		Total Other Funded		Grand Total	
Items	Price	Items	Price	Items	Price	Items	Price	Items	Price
3354	$310,289,492.48	6854	$6,157,571.03	5	$705.00	0	$0.00	10213	$316,447,768.51

Search... Apply Refresh Undo Insert Print Coach... Help...

Figure 12.6-3 Capital Equipment Listing Screen

b. To print the report, click the **Print** button and **Open** the file using Microsoft Excel. Once the report is displayed in Microsoft Excel:

(1) Click **File** (located on the toolbar) to display the File Menu.

(2) Click **Print** and select the desired printing options.

(3) Click **OK** to print the listing.

(4) Click **Close** to exit from Microsoft Excel.

NOTE: For further assistance on the search or print functions, see Section 4.

c. When finished with the listing, click the **Close** button to return to the **SPR-Module Main Menu**.

12.7 Consolidated Property Listing. This option provides a listing of all property book assets required, authorized, on-hand, or due-in for the specified PUIC, PBIC, and LIN range entered. Note that the display of Serial/Registration/Lot/System Numbers on the listing is optional. From the **SPR-Module Main Menu**, click **Reports** and then click **Consolidated Property Listing** to display the following screen (Figure 12.7-1).

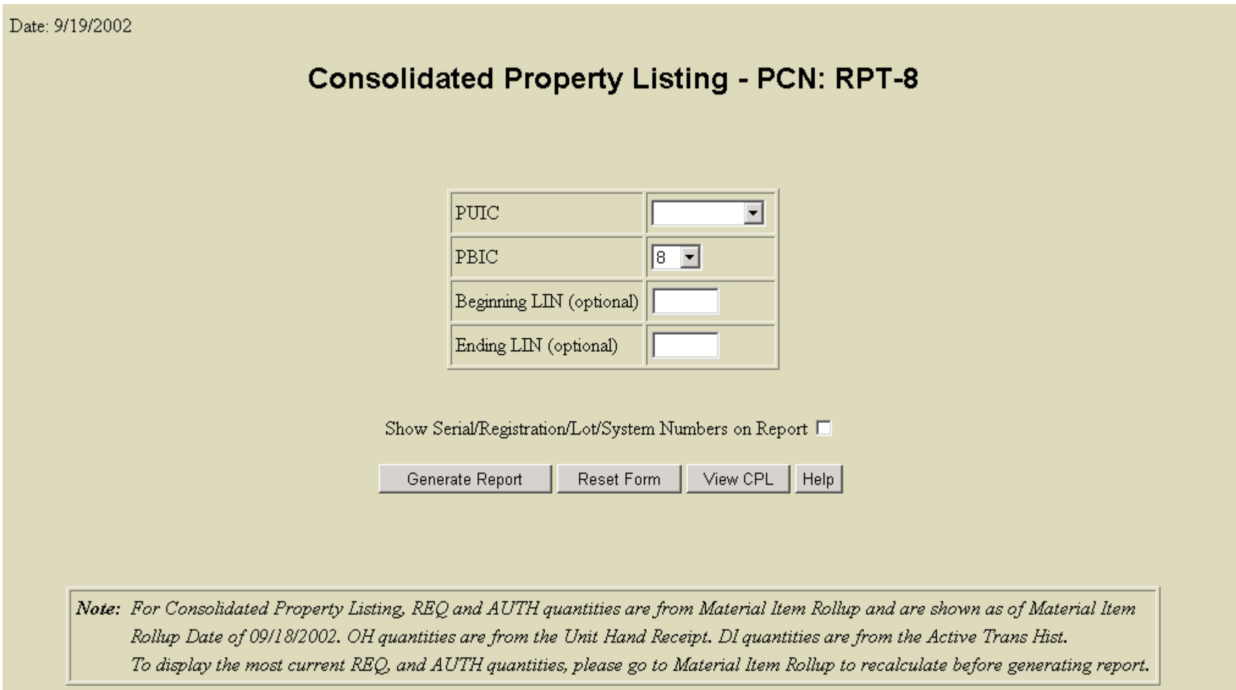


Figure 12.7-1 Consolidated Property Listing Screen

a. To produce the Consolidated Property Listing (CPL):

(1) **PUIC:** Click the **PUIC LOV** and then click the desired UIC or leave blank to select all UICs listed.

(2) **PBIC:** Click the **PBIC LOV** and then click the desired PBIC or leave blank to select all PBICs listed.

(3) **Beginning LIN:** Enter a beginning LIN, if desired.

(4) **Ending LIN:** Enter an ending LIN, if desired.

(5) **Show Serial/Registration/Lot/System Numbers on Report:** Click the **check box** to display the numbers on the report or leave blank, if a display of the numbers is not desired.

(6) When finished entering the selection criteria, click the **Generate Report** button to display the Soft/Hard Copy dialog (Figure 12.7-2).

Figure 12.7-2 Soft/Hard Copy Dialog

(7) Click the **OK** button to display the creating report message (Figure 12.7-3). If the cancel button is clicked then the listing will not be displayed and you will be prompted to save the listing as a (zipped) file (Figure 12.7-7).

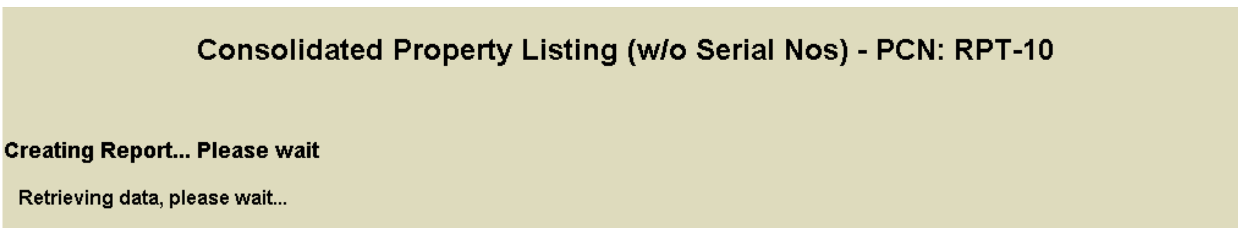


Figure 12.7-3 Creating Report Message

(8) The listing will be displayed without serial numbers (Figure 12.7-4), or with serial numbers (Figure 12.7-5) based on the selection criteria entered.

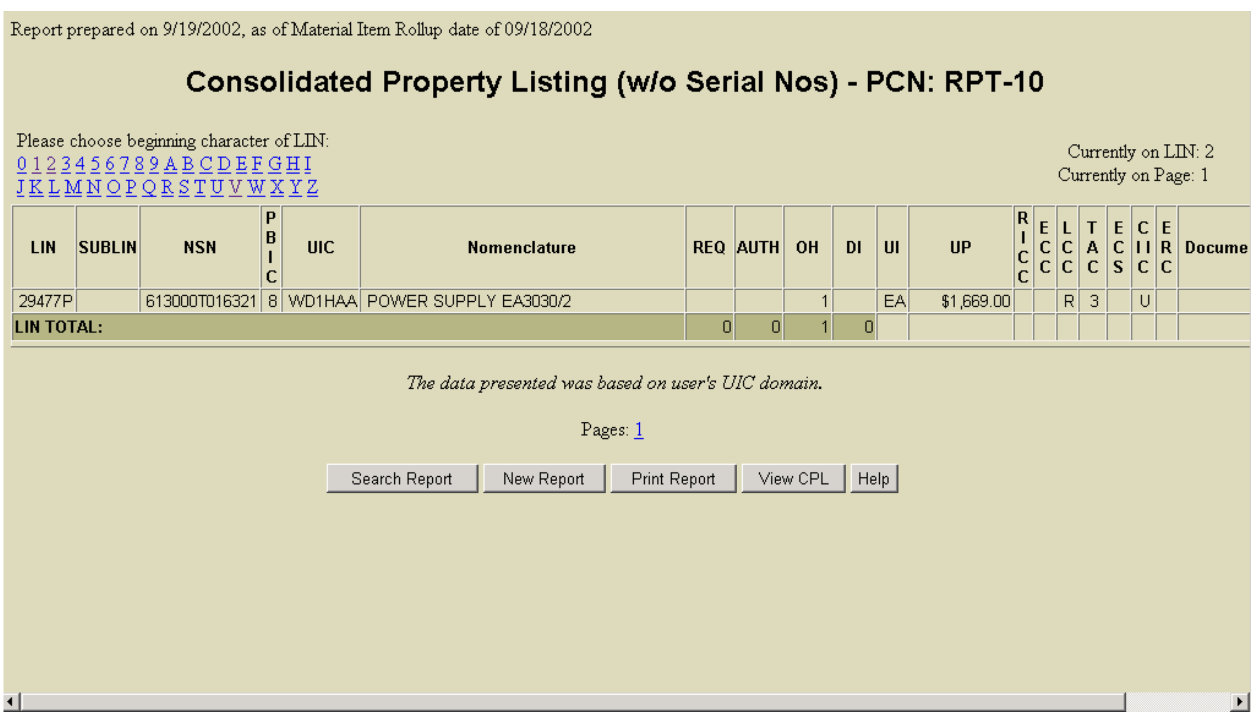
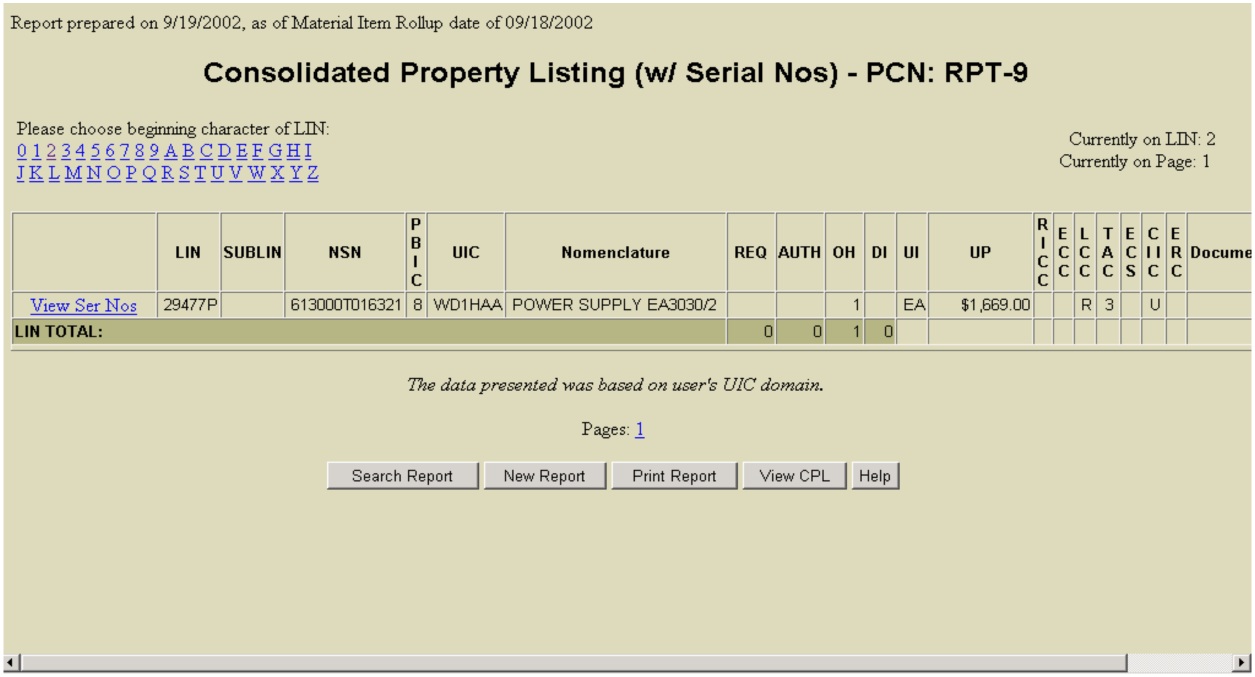


Figure 12.7-4 Consolidated Property Listing Screen (w/o Serial Nos)



Report prepared on 9/19/2002, as of Material Item Rollup date of 09/18/2002

Consolidated Property Listing (w/ Serial Nos) - PCN: RPT-9

Please choose beginning character of LIN:
0 1 2 3 4 5 6 7 8 9 A B C D E F G H I
J K L M N O P Q R S T U V W X Y Z

Currently on LIN: 2
Currently on Page: 1

	LIN	SUBLIN	NSN	PBIC	UIC	Nomenclature	REQ	AUTH	OH	DI	UI	UP	RICC	ECC	LCC	TAC	ECS	CIIC	ERC	Docume
View Ser Nos	29477P		613000T016321	8	WD1HAA	POWER SUPPLY EA3030/2			1		EA	$1,669.00			R	3		U		
LIN TOTAL:							0	0	1	0										

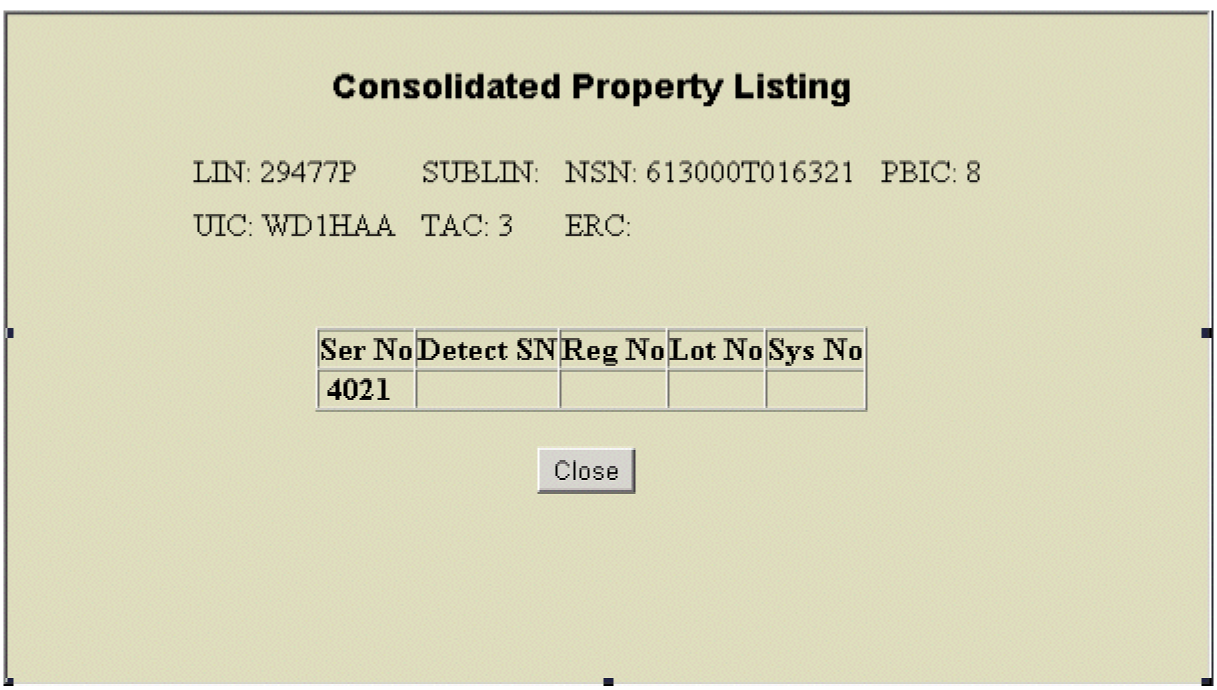
The data presented was based on user's UIC domain.

Pages: 1

Search Report | New Report | Print Report | View CPL | Help

Figure 12.7-5 Consolidated Property Listing Screen (w/Serial Nos)

(9) Click **View Ser Nos** to display the detailed serial number information (Figure 12.7-6).



Consolidated Property Listing

LIN: 29477P SUBLIN: NSN: 613000T016321 PBIC: 8

UIC: WD1HAA TAC: 3 ERC:

Ser No	Detect SN	Reg No	Lot No	Sys No
4021				

Close

Figure 12.7-6 Detailed Serial Number Information

b. To view specific sections of the report click the desired **beginning letter of LIN** or click the **Search Report** button to display the **CPL Search** screen with Serial Numbers (Figure 12.7-7) or with out serial numbers (Figure 12.7-8) based on the report criteria previously entered.

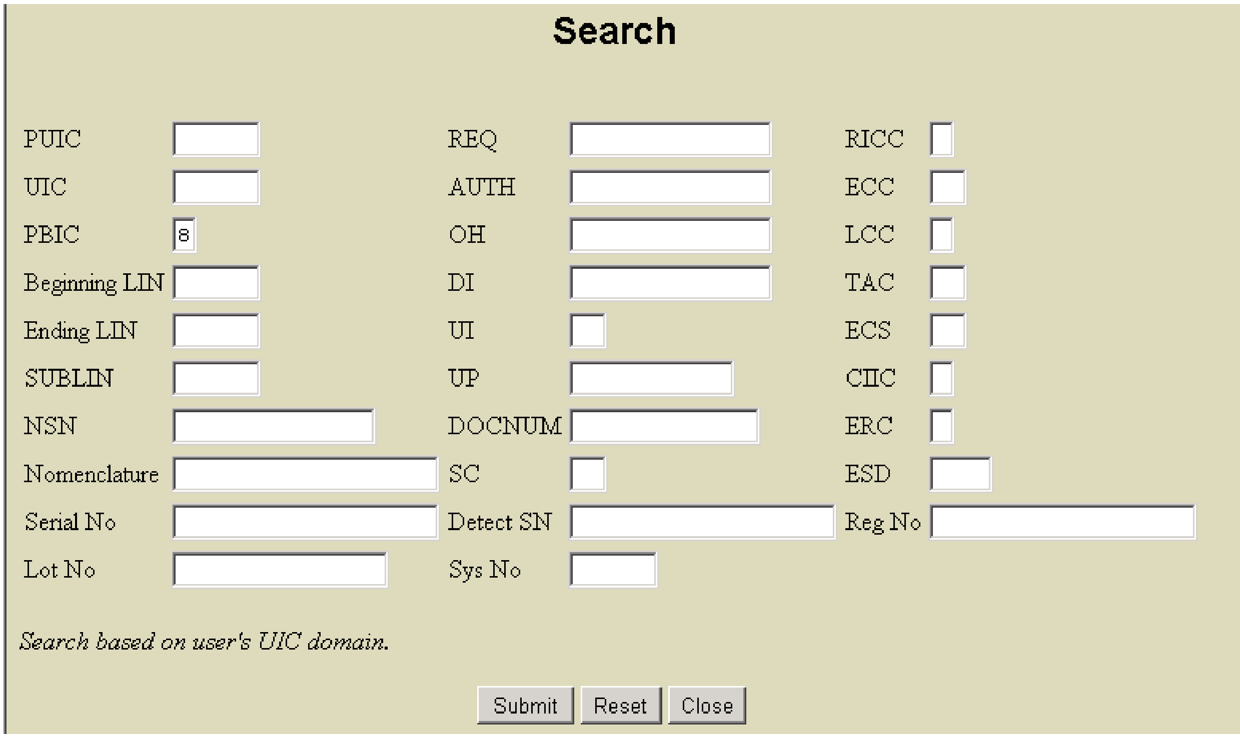


Figure 12.7-7 CPL (w/Serial No) Search

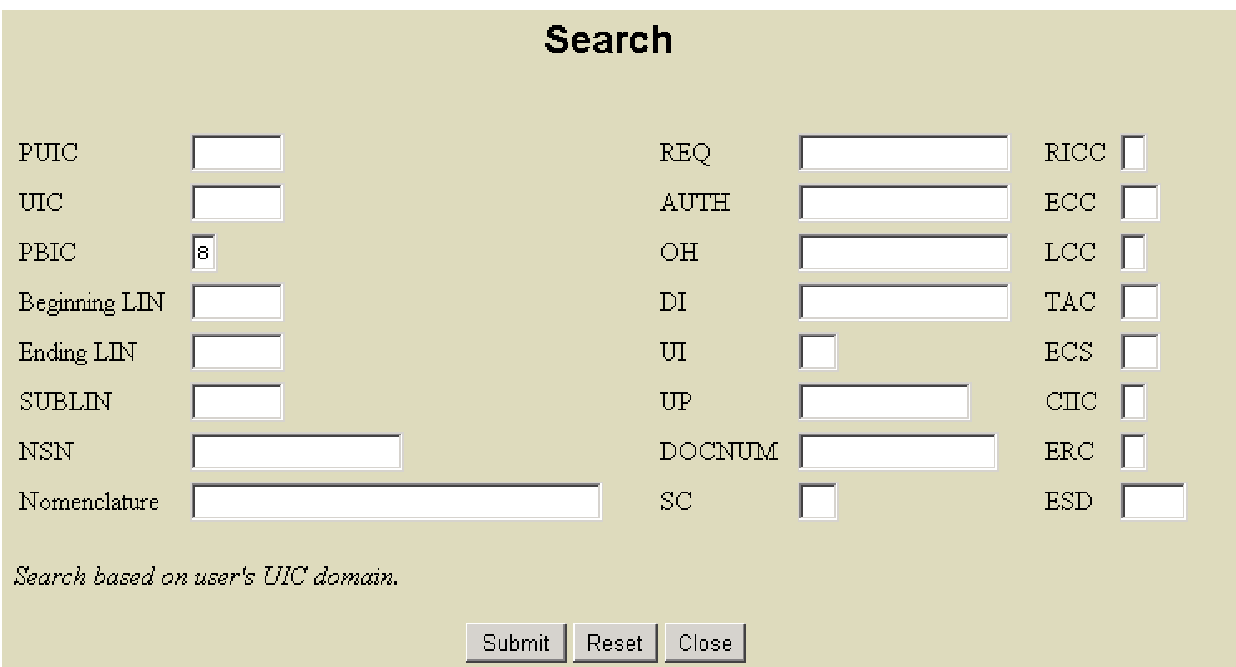


Figure 12.7-8 CPL (w/o Serial Nos) Search

(1) Enter the desired search criteria.

(2) Click the **Submit** button to display the results.

c. To generate the Consolidated Property Listing as a zipped file (to later download and print at your convenience), click the **Print Report** button and the appropriate Being Generated message will be displayed (Figure 12.7-9 or Figure 12.7-10).

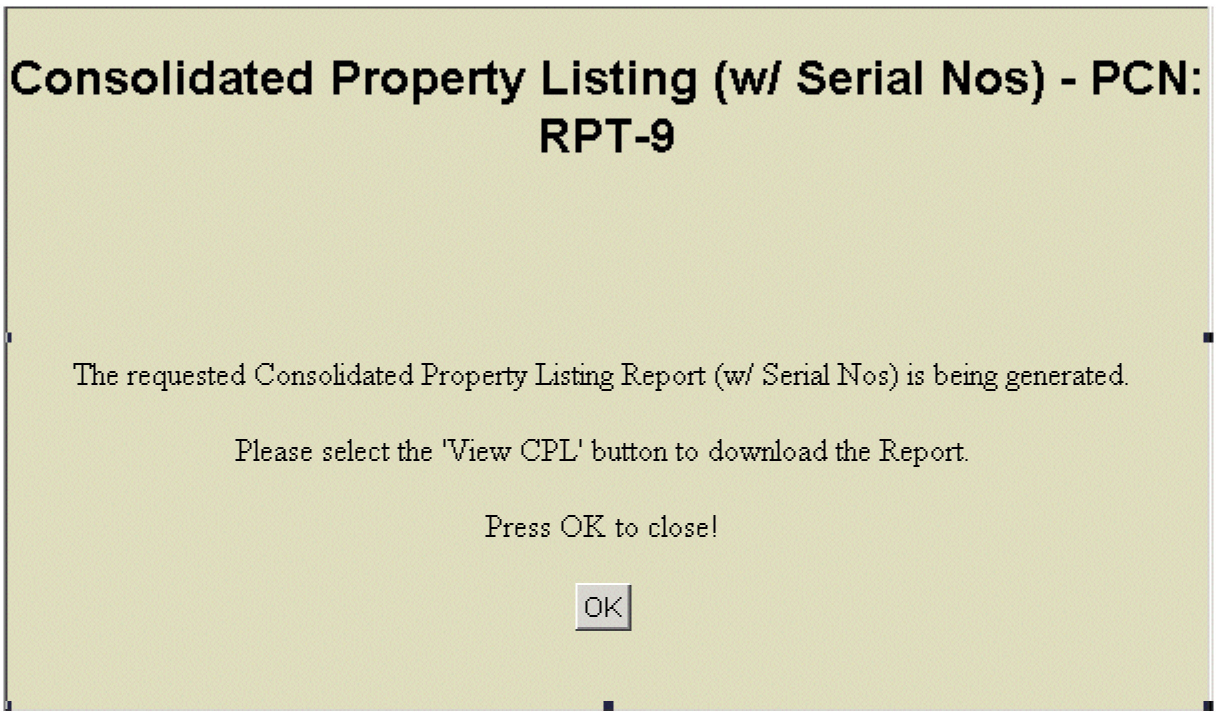


Figure 12.7-9 Being Generated Message w/Serial Nos

(1) Click the **OK** button to close the being generated w/serial numbers message, if applicable.

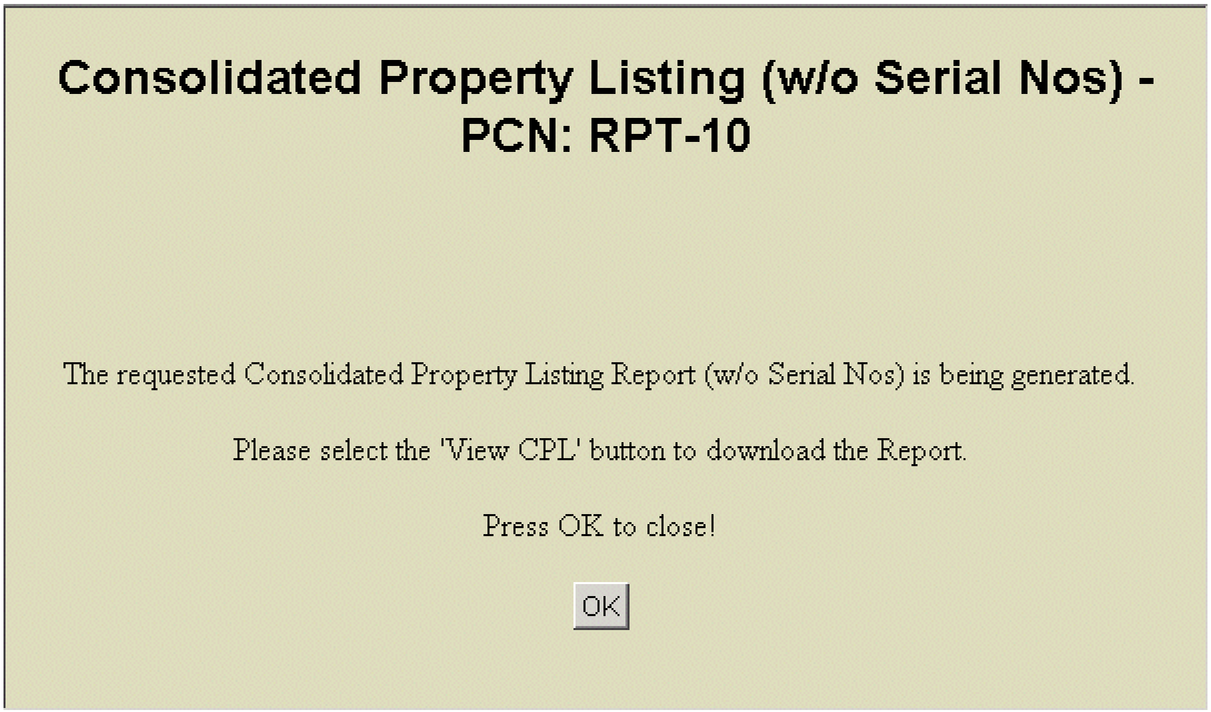


Figure 12.7-10 Being Generated Message w/o Serial Nos

(2) Click the **OK** button to close the being generated w/o serial numbers message, if applicable.

d. To download the Consolidated Property Listing File, click the **View CPL** button and the **Consolidated Property Listing Download Center** will be displayed (Figure 12.7-11).

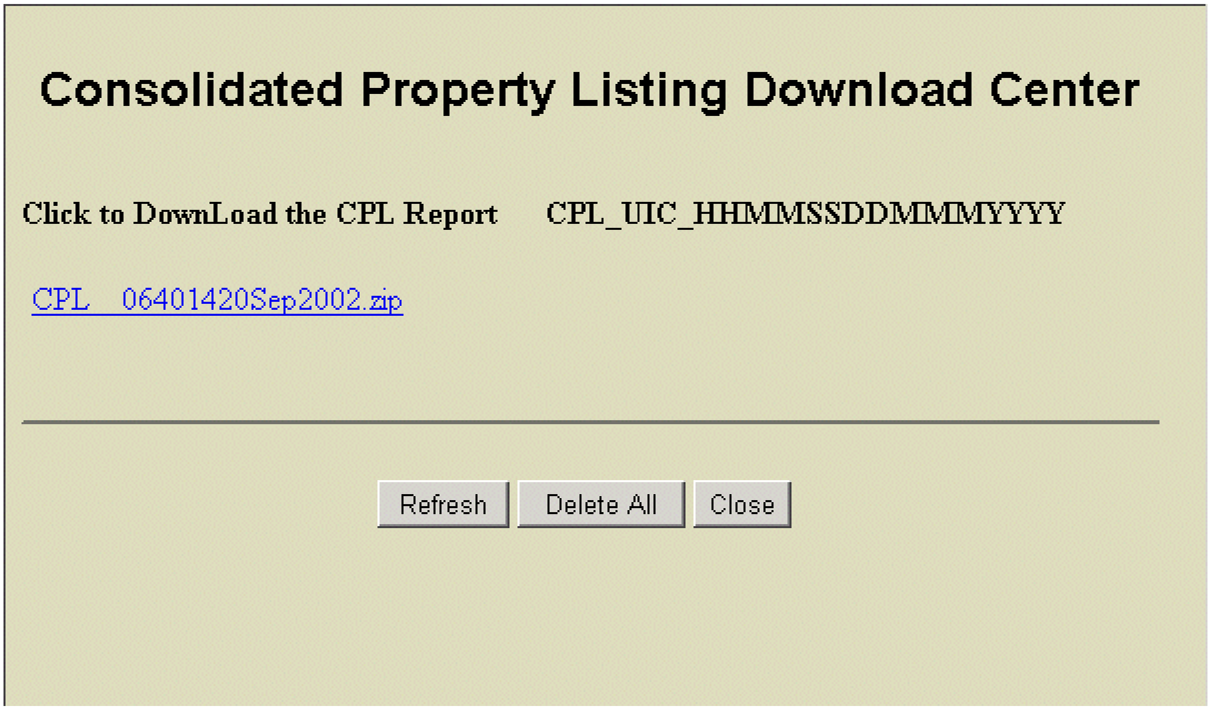


Figure 12.7-11 Consolidated Property Listing Download Center

NOTE: If the file does not appear immediately then wait a moment and click the **Refresh** button.

(1) Click the desired file name to save the file to a local drive.

(2) If the security warning is displayed (Figure 12.7-12) then click the **OK** button.

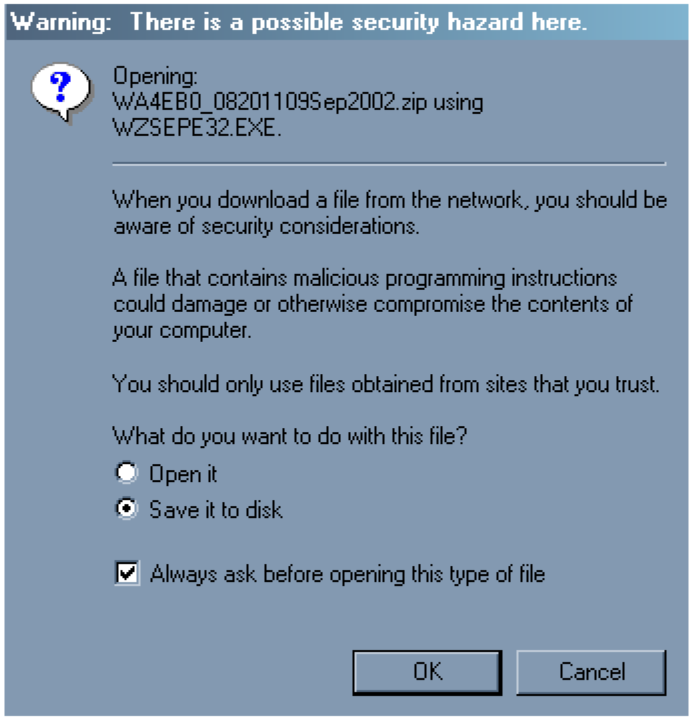


Figure 12.7-12 Security Warning

(3) If the **Unknown File Type** message is displayed (Figure 12.7-13) then click the **Save File…** button.

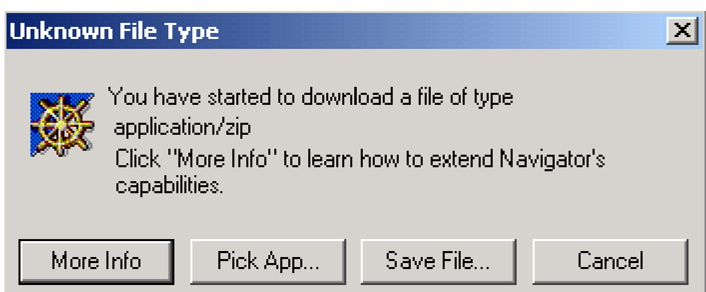


Figure 12.7-13 Unknown File Type

(4) The **Save As…** screen is then displayed (Figure 12.7-14) with the Desktop as the default save in location and the system generated file name.

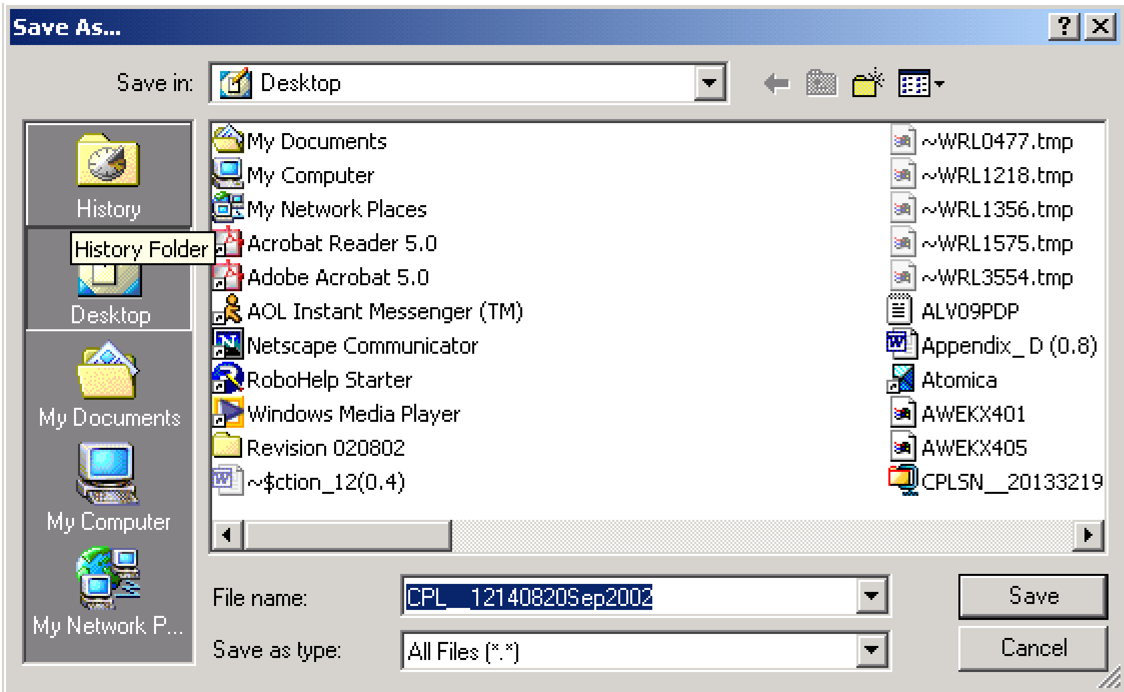


Figure 12.7-14 Save As… Screen

(a) Click the **Save in** LOV and change the location, if desired.

(b) Click the **File name** and change the system generated name, if desired.

(c) Click the **Save** button to save the file to the selected location.

d. To print the saved zipped file, double click the file icon and follow the WinZip prompts to unzip the file. Once the file is unzipped click the file to display the listing in Microsoft Excel.

(1) Click **File** (located on the toolbar) to display the File Menu.

(2) Click **Print** and select the desired printing options.

(3) Click **OK** to print the listing.

(4) Click **Close** to exit from Microsoft Excel.

e. When finished with the listing, click the **Close** button.

12.8 Ad Hoc Queries. This option provides the capability to query the database for information and generate tailored reports from information stored in the SPR-Module tables based on your specifications. This process does not change data in any tables. All Ad Hoc reports are based on a view. A view can be a single table (quick view) or multiple tables joined together by common fields (joined view). Once a view is created then one or more reports can be created based on the view. A report consists of fields you want displayed and the constraints you want to limit what data is retrieved for the report. From the **SPR-Module Main Menu**, click **Reports**, and then click **Ad Hoc Queries** to display the Ad Hoc Views screen with introduction text (Figure 12.8-1) or the Ad Hoc Views screen with saved views (Figure 12.8-2).

NOTE: If you have at least one saved view then the introduction text will not be displayed.

Figure 12.8-1 Ad Hoc Views (with introduction text)

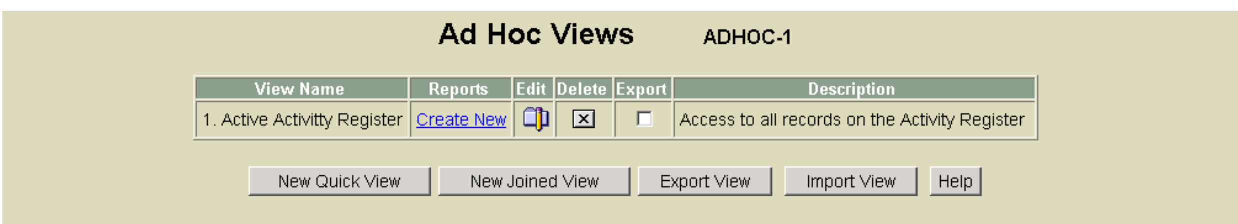


Figure 12.8-2 Ad Hoc Views (with a previously saved view)

a. To create a **Quick View** (single table) from the **Ad Hoc Views** screen:

(1) Click the **New Quick View** button to display the **Create View** screen (Figure 12.8-3).

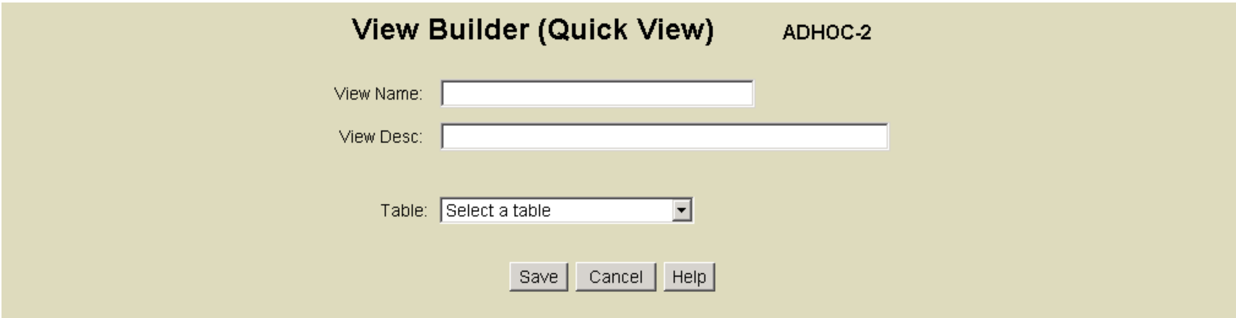


Figure 12.8-3 Create View

(2) Type a **Name** for the view being created.

(3) Type a brief **Description** of the view being created.

(4) Click the **Table** LOV and select the desired table**.**

(5) Click the **Save** button to display the View Builder screen with the "view has been successfully saved" message (Figure 12.8-4).

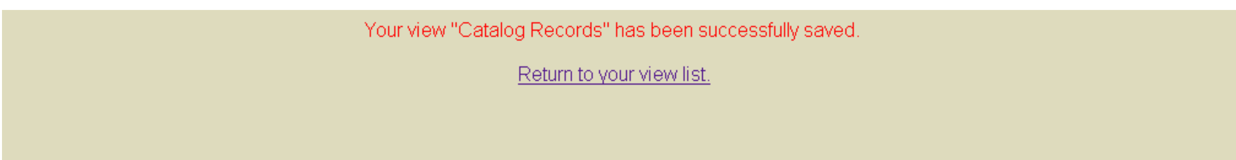


Figure 12.8-4 "Successfully Saved" Message

(6) Click the **Return to your view list** link to return to the **Ad Hoc Views** screen.

b. To create a **Joined View** (multiple tables) from the **Ad Hoc Views** screen:

(1) Click the **New Joined View** button to display the **View Builder** screen (Figure 12.8-5).

Figure 12.8-5 View Builder (Joined View)

(2) Type a **Name** for the view being created.

(3) Type a brief **Description** of the view being created.

(4) Click the **Add Joined** button to display the **Build a Join** screen (Figure 12.8-6).

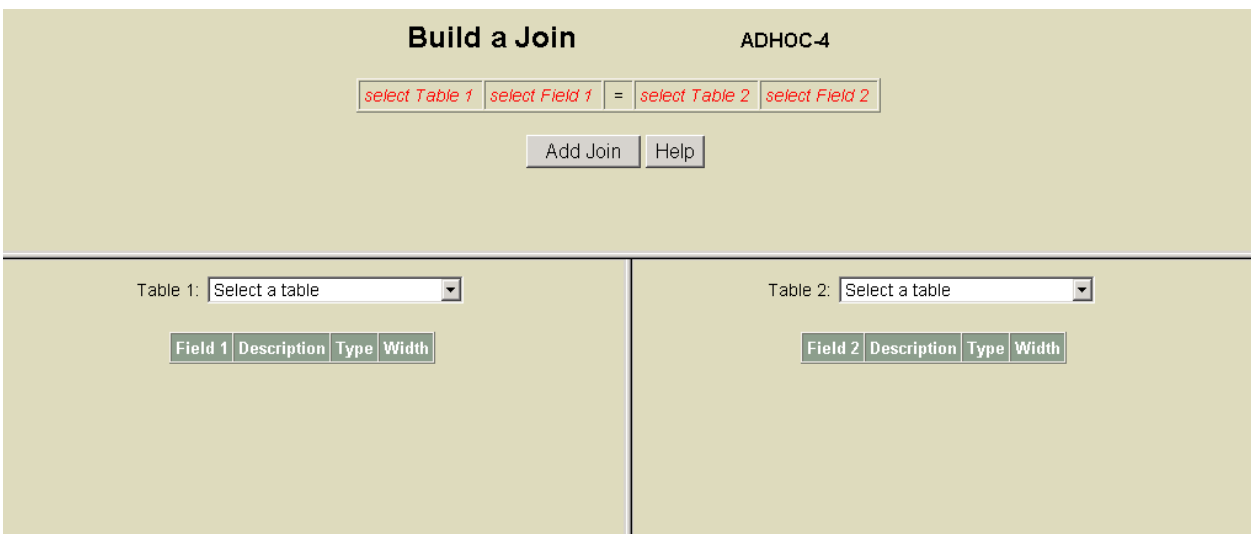


Figure 12.8-6 Build a Join

(5) Click the desired Table 1 and Table 2 LOVs and click the desired tables (Figure 12.8-7).

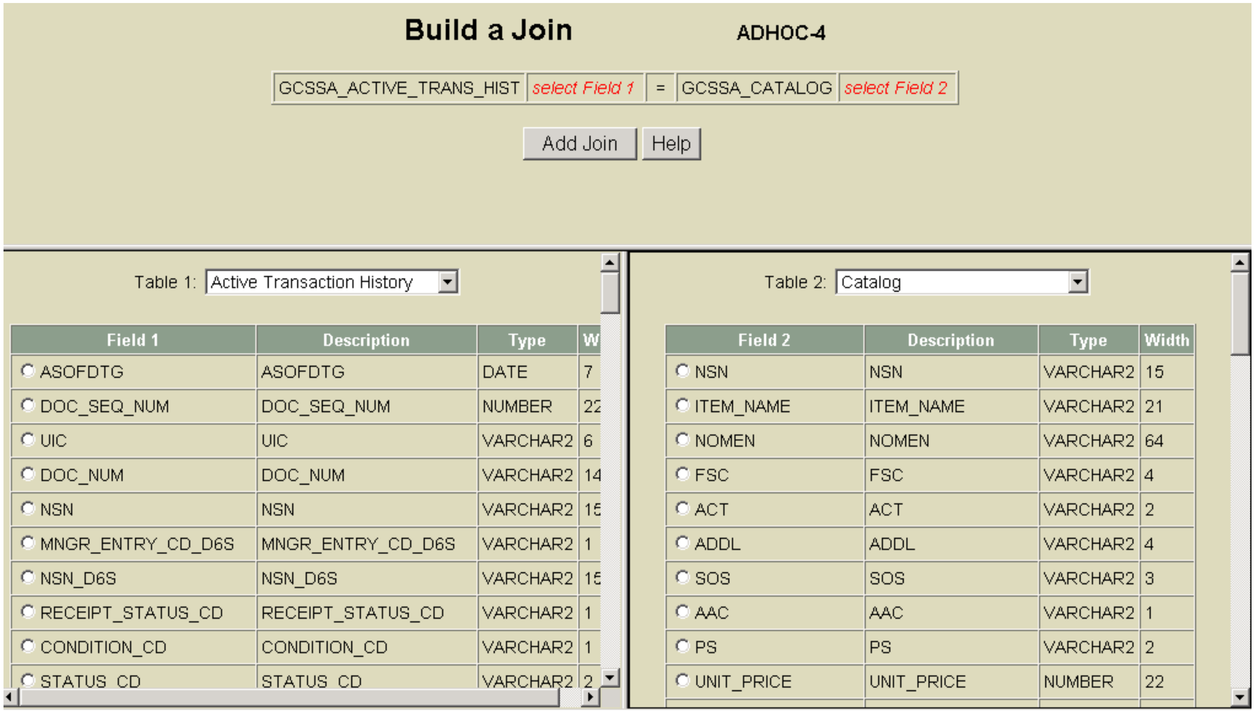


Figure 12.8-7 Build a Join with Tables Selected

(6) Click the desired common field and then click the Add Join button to display the View Builder (Joined View) screen (Figure 12.8-8).

NOTE: The fields selected must be equal (e.g. NSN and NSN) to join the tables.

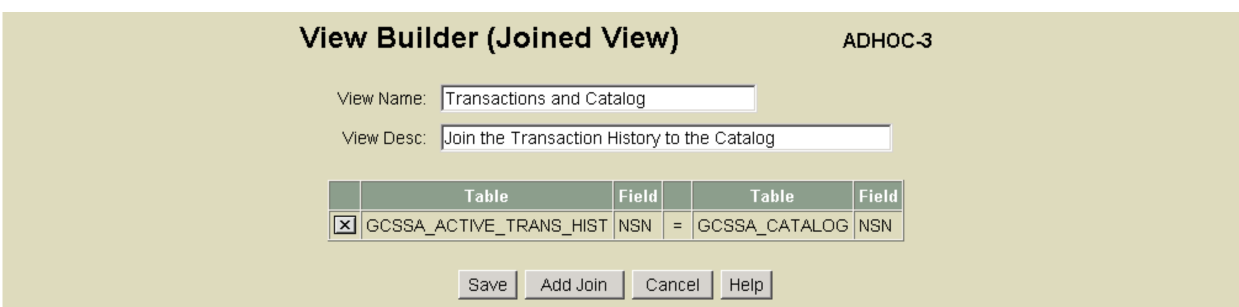


Figure 12.8-8 View Builder Joined Tables

(7) Click the **Save** button to display the View builder with the "successfully save" message (Figure 12.8-9).

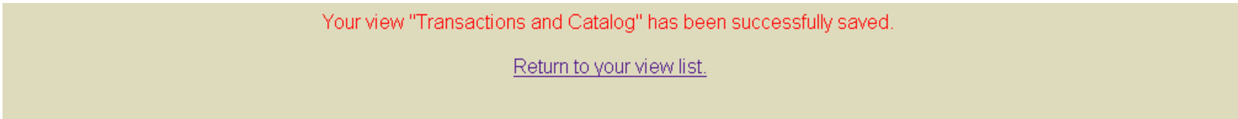


Figure 12.8-9 View Builder with Successfully Saved Message

(8) Click the **Return to your view list** link to return to the **Ad Hoc Views** screen.

c. To create a report from the **Ad Hoc Views** screen (Figure 12.8-10):

Figure 12.8-10 Ad Hoc Views

(1) Click the **Create New** report link corresponding to the desired view and then the **Report Builder** screen will be displayed (Figure 12.8-11).

Figure 12.8-11 Report Builder

(2) Type the desired **Report Name** and **Description**.

(3) Select the desired **Available Fields** to appear on your report.

(a) Use the **left** pointing arrow button to add a field and use the **right** pointing arrow button to remove a field from the report.

(b) Once the fields are selected then use the **up** and **down** arrow button to determine the order the fields will appear in on the report.

(4) Click the **Sort on** LOV and click the desired field for the report to be sorted by.

(5) Scroll to the bottom of the **Report Builder** screen to display the available buttons (Figure 12.8-12).

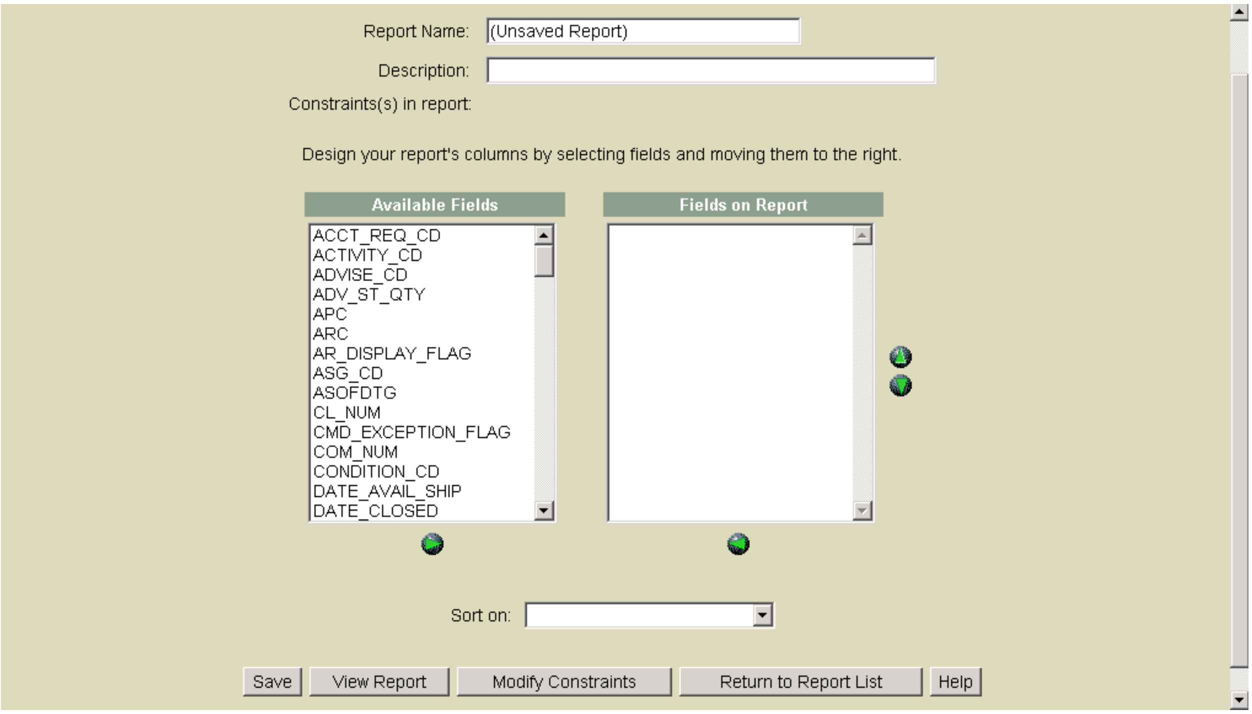


Figure 12.8-12 Report Builder with available buttons

(6) Click the **Modify Constraints** button to add selection criteria to your report (Figure 12.8-13).

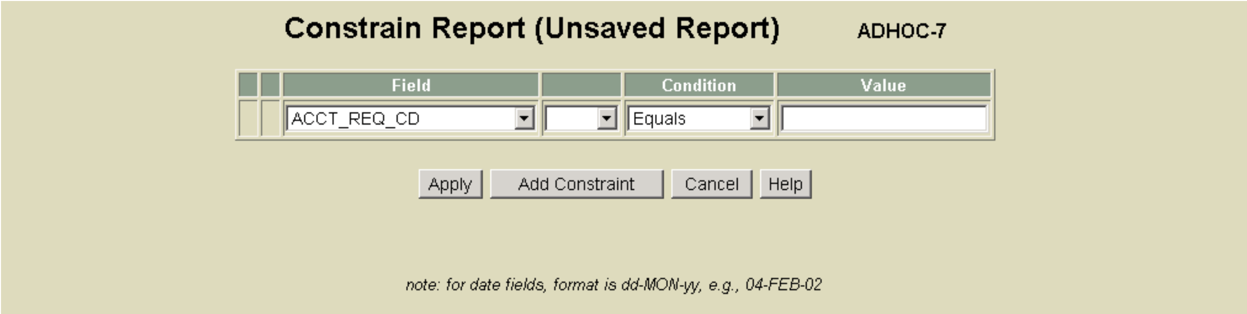


Figure 12.8-13 Constrain Report Screen

(a) Click the **Field** LOV and click the desired field.

(b) Click the blank column to make a negative constraint, if desired.

(c) Click the **Condition** LOV and click the desired condition.

(d) Type the desired value.

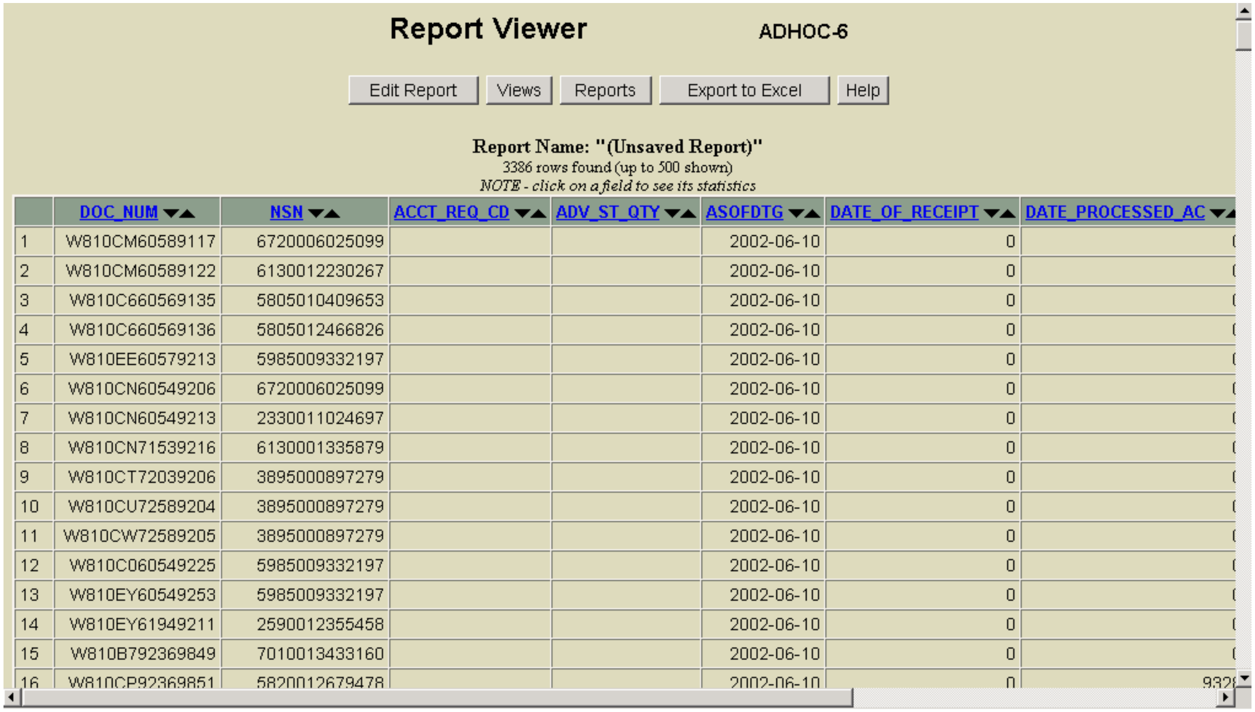
(e) Click the **Add Constraint** button to continue adding additional constraints.

(f) Click the **Cancel** button to return to the **Report Builder** screen.

(g) Click the **Apply** button to save the constraint and return to the **Report Builder** screen.

(7) Click the **Save** button to save the report and display the **Report Builder** screen with the successfully saved message.

(8) Click the **View Report** to preview the report (Figure 12.8-14).



	DOC_NUM	NSN	ACCT_REQ_CD	ADV_ST_QTY	ASOFDTG	DATE_OF_RECEIPT	DATE_PROCESSED_AC
1	W810CM60589117	6720006025099			2002-06-10	0	
2	W810CM60589122	6130012230267			2002-06-10	0	
3	W810C660569135	5805010409653			2002-06-10	0	
4	W810C660569136	5805012466826			2002-06-10	0	
5	W810EE60579213	5985009332197			2002-06-10	0	
6	W810CN60549206	6720006025099			2002-06-10	0	
7	W810CN60549213	2330011024697			2002-06-10	0	
8	W810CN71539216	6130001335879			2002-06-10	0	
9	W810CT72039206	3895000897279			2002-06-10	0	
10	W810CU72589204	3895000897279			2002-06-10	0	
11	W810CW72589205	3895000897279			2002-06-10	0	
12	W810C060549225	5985009332197			2002-06-10	0	
13	W810EY60549253	5985009332197			2002-06-10	0	
14	W810EY61949211	2590012355458			2002-06-10	0	
15	W810B792369849	7010013433160			2002-06-10	0	
16	W810CP92369851	5820012679478			2002-06-10	0	932

Figure 12.8-14 Report Viewer

d. To maintain views from the **Ad Hoc Views** Screen (Figure 12.8-18).

View Name	Reports	Edit	Delete	Export	Description
1. Active Activitty Register	(1)				Access to all records on the Activity Register
2. Catalog Records	Create New				Access to the Catalog Table
3. Transactions and Catalog	Create New				Join the Transaction History to the Catalog

Figure 12.8-18 Ad Hoc Views

(1) To change the **View Name** and/or the **Description**, click the **Edit** Icon corresponding to the desired view and the system will return to the View Builder screen so you can make the desired changes.

(2) To delete a view (and all associated reports), click the **Delete** button corresponding to the desired view and then click **OK** to the delete message.

(3) To **Export** a view, click the **Export** check box and then click the **Export View** button and the system will display the **Save as** screen for you to use.

(4) To **Import** a view, click the **Import View** button to display the **Import Ad Hoc File** screen (Figure 12.8-19).

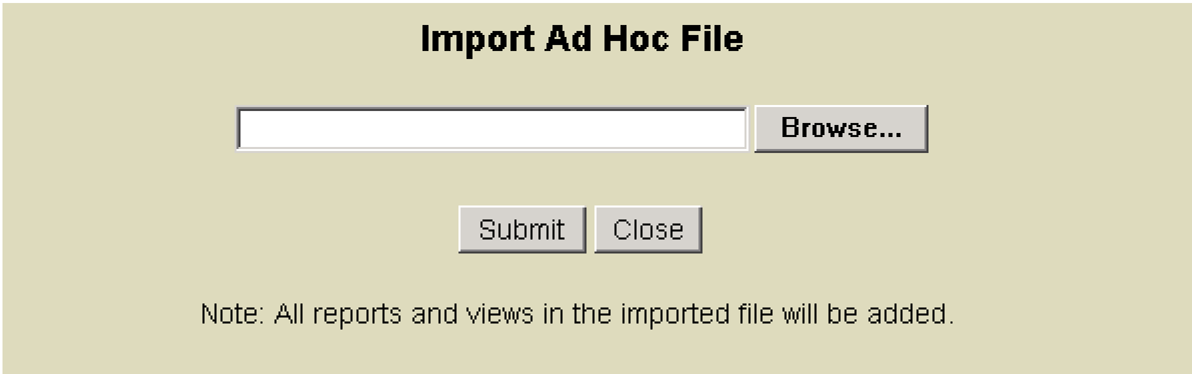


Figure 12.8-19 Import Ad Hoc File

(a) Click the **Browse** button to locate the desired file using the File Upload screen.

(b) Once you have desired file displayed in the **Browse** window, click the **Submit** button to import the file.

e. To maintain Reports from the Available Reports screen (Figure 12.8-20).

Figure 12.8-20 Available Reports

(1) To change the **Report Name, Description**, **Fields Displayed**, **Field Order**, **Sort**, and/or **Constraints** click the **Edit** Icon corresponding to the desired report and the system will return to the **Report Builder** screen so you can make the desired changes.

(2) To make a **Copy** of the report, click the **Copy** Icon corresponding to the desired report.

(3) To **Export** a report, click the **Export** check box corresponding to the desired report and then click the **Export Report** button and the system will display the **Save as** screen for you to use.

(4) To **Import** a report, click the **Import Report** button to display the **Import Ad Hoc File** screen (Figure 12.8-21).

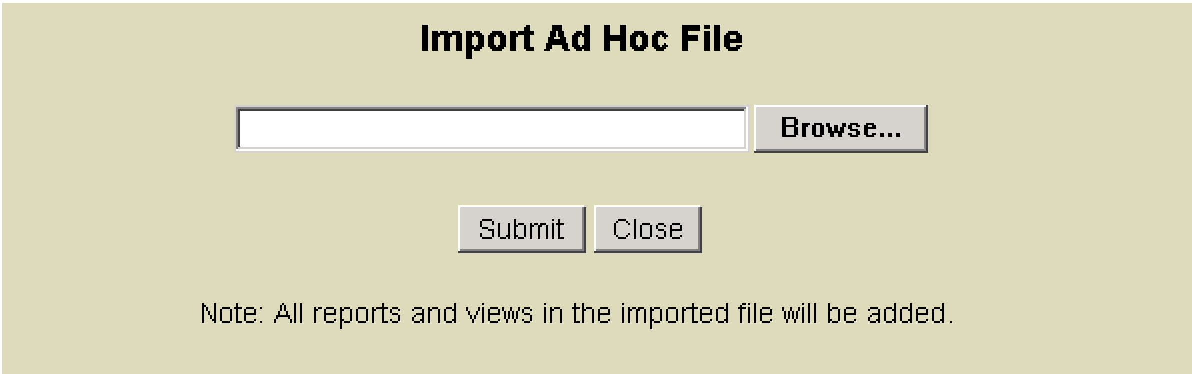


Figure 12.8-21 Import Ad Hoc File

(a) Click the **Browse** button to locate the desired file using the File Upload screen.

(b) Once you have desired file displayed in the **Browse** window, click the **Submit** button to import the file.

12.9 Commanders Financial Transaction Listing. This option provides a listing of daily expenditures. From the **SPR-Module Main Menu**, click **Reports**, and then click **Commander's Financial Transaction Listing** to display the screen (Figure 12.9-1).

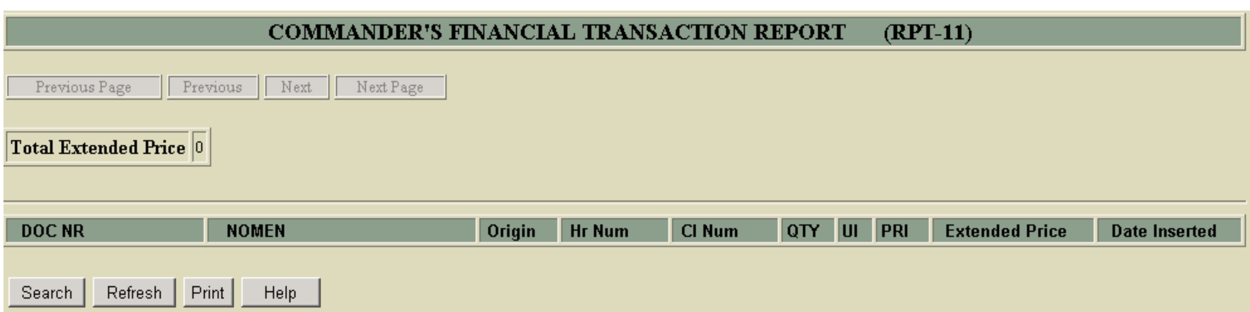


Figure 12.9-1 Commander's Financial Transaction Listing

a. To search the listing for specific record(s):

(1) Click the **Search** button to display the search screen (Figure 12.9-2).

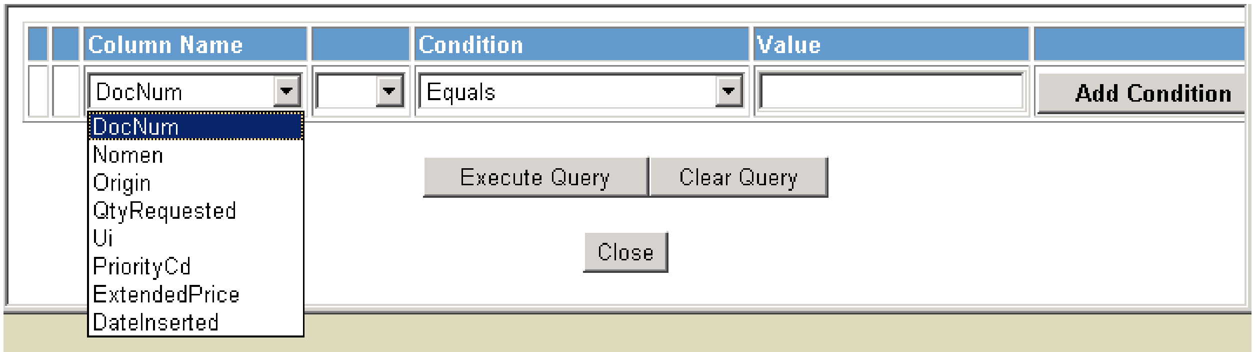


Figure 12.9-2 Commander's Financial Transaction Listing Search

(2) Click the **Column Name** LOV and click the desired name.

(3) Complete the search criteria and click the **Execute Query** button to display the results.

NOTE: For more information on searches, see Section 4.

b. To print the listing, click the **Print Report** button to **Open** the report using Microsoft Excel. Once the report is displayed in Microsoft Excel:

(1) Click **File** (located on the toolbar) to display the File Menu.

(2) Click **Print** and select the desired printing options.

(3) Click **OK** to print the listing.

(4) Click **Close** to exit from Microsoft Excel.

NOTE: For further assistance on the print function, see Section 4.

<u>12.10 Commander's Exception Listing</u>. This option provides a listing of high priority and/or high dollar value requests. From the **SPR-Module Main Menu**, click **Reports**, and then click **Commander's Exception Listing** to display the screen (Figure 12.10-1).

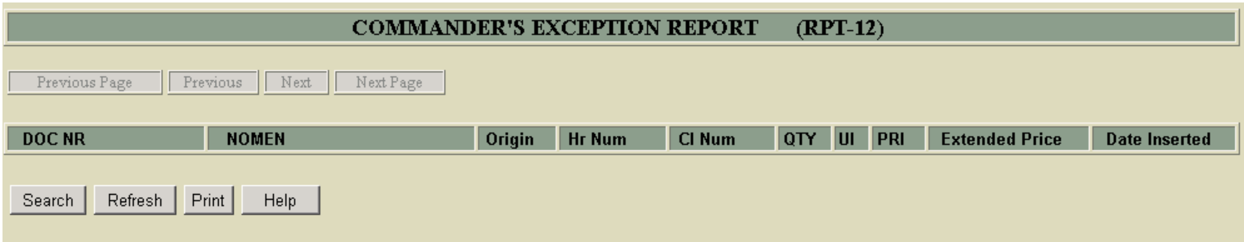


Figure 12.10-1 Commander's Exception Report

a. To search the listing for specific record(s):

(1) Click the **Search** button to display the search screen (Figure 12.10-2).

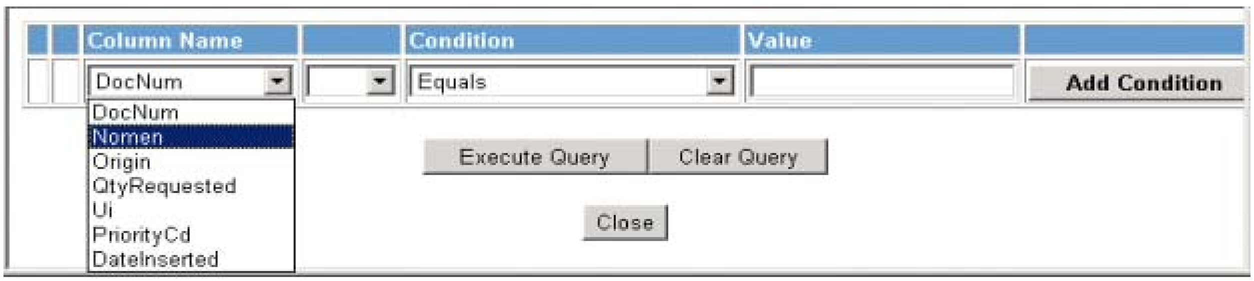


Figure 12.10-2 Commander's Exception Report Search

(2) Click the **Column Name** LOV and click the desired name.

(3) Complete the search criteria and click the **Execute Query** button to display the results.

NOTE: For more information on searches, see Section 4.

b. To print the listing, click the **Print Report** button to **Open** the report using Microsoft Excel. Once the report is displayed in Microsoft Excel:

(1) Click **File** (located on the toolbar) to display the File Menu.

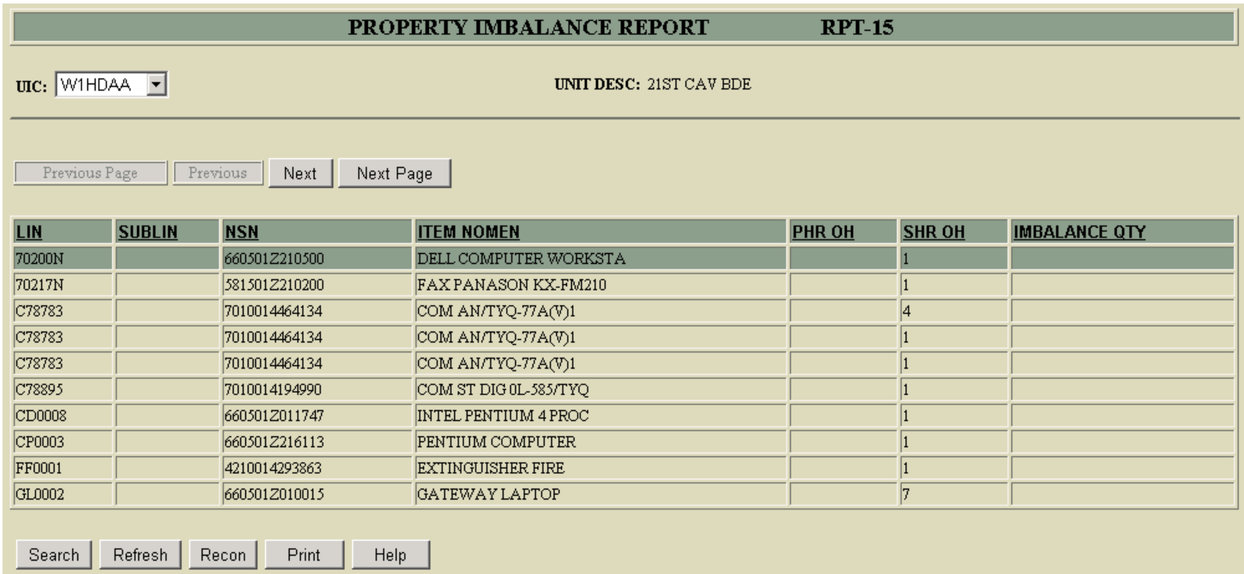
(2) Click **Print** and select the desired printing options.

(3) Click **OK** to print the listing.

(4) Click **Close** to exit from Microsoft Excel.

NOTE: For further assistance on the print function, see Section 4.

12.11 Property Imbalance. This option provides a listing that depicts out of balance conditions between the Primary Hand Receipt on-hand quantity and the Sub-Hand Receipt on-hand quantity. From the **SPR-Module Main Menu**, click **Reports**, and then click **Property Imbalance** to display the screen (Figure 12.11-1).



LIN	SUBLIN	NSN	ITEM NOMEN	PHR OH	SHR OH	IMBALANCE QTY
70200N		660501Z210500	DELL COMPUTER WORKSTA		1	
70217N		581501Z210200	FAX PANASON KX-FM210		1	
C78783		7010014464134	COM AN/TYQ-77A(V)1		4	
C78783		7010014464134	COM AN/TYQ-77A(V)1		1	
C78783		7010014464134	COM AN/TYQ-77A(V)1		1	
C78895		7010014194990	COM ST DIG 0L-585/TYQ		1	
CD0008		660501Z011747	INTEL PENTIUM 4 PROC		1	
CP0003		660501Z216113	PENTIUM COMPUTER		1	
FF0001		4210014293863	EXTINGUISHER FIRE		1	
GL0002		660501Z010015	GATEWAY LAPTOP		7	

Figure 12.11-1 Property Imbalance Report

a. To search the listing for specific record(s):

(1) Click the **Search** button to display the search screen (Figure 12.11-2).

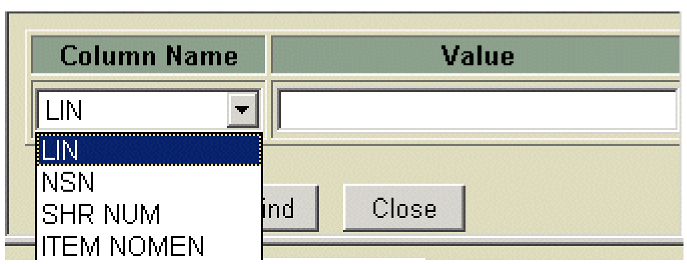


Figure 12.11-2 Property Imbalance Report Search

(2) Click the **Column Name** LOV and click the desired name.

(3) Type the desired Value and click the **Execute Query** button to display the results.

NOTE: For more information on searches, see Section 4.

b. To print the listing, click the **Print Report** button to **Open** the report using Microsoft Excel. Once the report is displayed in Microsoft Excel:

(1) Click **File** (located on the toolbar) to display the File Menu.

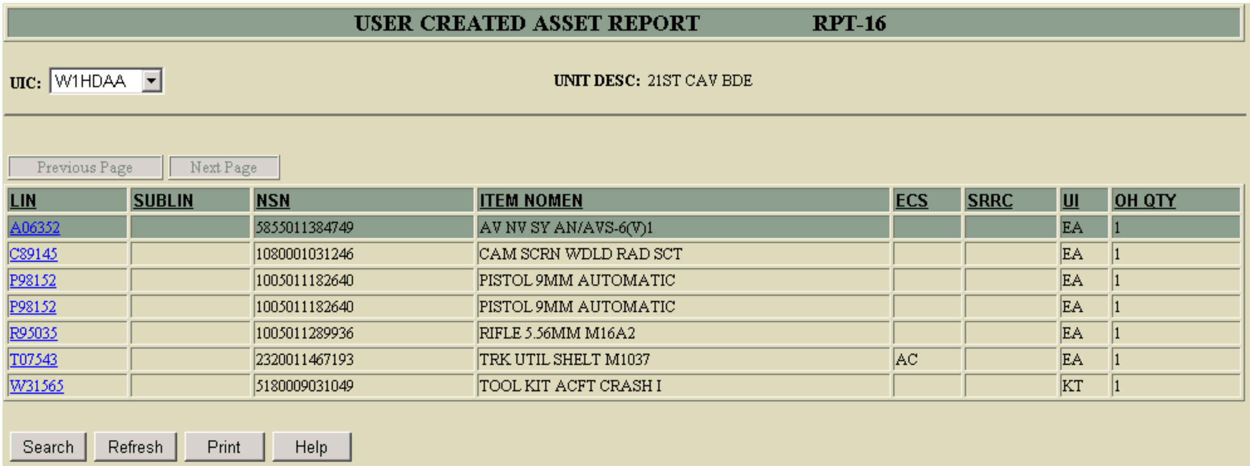
(2) Click **Print** and select the desired printing options.

(3) Click **OK** to print the listing.

(4) Click **Close** to exit from Microsoft Excel.

NOTE: For further assistance on the print function, see Section 4.

12.12 User Created Asset Report. This option provides a listing of sub-hand receipt user created assets. From the **SPR-Module Main Menu**, click **Reports**, and then click **User Created Asset Report** to display the screen (Figure 12.12-1).



LIN	SUBLIN	NSN	ITEM NOMEN	ECS	SRRC	UI	OH QTY
A06352		5855011384749	AV NV SY AN/AVS-6(V)1			EA	1
C89145		1080001031246	CAM SCRN WDLD RAD SCT			EA	1
P98152		1005011182640	PISTOL 9MM AUTOMATIC			EA	1
P98152		1005011182640	PISTOL 9MM AUTOMATIC			EA	1
R95035		1005011289936	RIFLE 5.56MM M16A2			EA	1
T07543		2320011467193	TRK UTIL SHELT M1037	AC		EA	1
W31565		5180009031049	TOOL KIT ACFT CRASH I			KT	1

Figure 12.12-1 User Created Asset Report

a. To search the listing for specific record(s):

(1) Click the **Search** button to display the search screen (Figure 12.12-2).

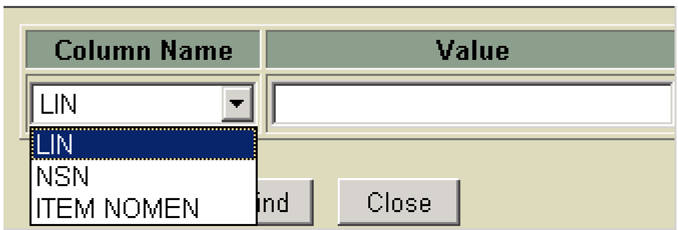


Figure 12.12-2 User Created Asset Report Search

(2) Click the **Column Name** LOV and click the desired name.

(3) Type the desired Value and click the **Execute Query** button to display the results.

NOTE: For more information on searches, see Section 4.

b. To print the listing, click the **Print Report** button to **Open** the report using Microsoft Excel. Once the report is displayed in Microsoft Excel:

(1) Click **File** (located on the toolbar) to display the File Menu.

(2) Click **Print** and select the desired printing options.

(3) Click **OK** to print the listing.

(4) Click **Close** to exit from Microsoft Excel.

NOTE: For further assistance on the print function, see Section 4.